



BUSINESS ENGLISH



UNIT 5: CONDUCTING BUSINESS MEETINGS

TIPS FOR CONDUCTING A BUSINESS MEETING

COMMON PHRASES TO RUN A BUSINESS MEETING, Step by step.

1 TIPS: WRITE A SCRIPT

The more prepared you are for a meeting, the more confident you feel.

Make sure your script follows good storytelling:

Clear beginning,

Coherent middle,

Precise End.

2 TIPS: STRUCTURE THE AGENDA

Fix the objective of the meeting, if is necessary or not to have a meeting.

What are the participants involved?

What are the expected outcomes?

What are the main issues?

3 COMMON PHRASES TO RUN A BUSINESS MEETING

A Opening the meeting

Good morning/afternoon, everyone.

If we are all here,

let's get started (OR)

let's start the meeting. (OR)

let's start

3 COMMON PHRASES TO RUN A BUSINESS MEETING

B Stating the principal objectives of a meeting

It's important to begin the meeting by clearly stating the main objectives for the meeting.

- ✓ We're here today to...
- ✓ Our aim is to ...
- ✓ I've called this meeting in order to ...

3 COMMON PHRASES TO RUN A BUSINESS MEETING

C Reading the minutes (notes) of the last meeting

If you have a meeting that repeats regularly, make sure to read the minutes from the last meeting.

- ✓ First, let's go over the report from the last meeting which was held on (date)...
- ✓ Here are the minutes from our last meeting, which was on (date)

3 COMMON PHRASES TO RUN A BUSINESS MEETING

D Checking the progress on various projects

- ✓ Peter, can you tell us how the XYZ project is progressing?
- ✓ John, have you completed the report on **the new accounting package**?
- ✓ Has everyone received a copy of **the Tate Foundation report on current marketing trends**?

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COMMON PHRASES TO RUN A BUSINESS MEETING

E

Introducing the agenda

- ✓ Have you all received a copy of the agenda?
- ✓ There are three items on the agenda. First...

Have you all received a copy of the agenda? Good. Shall we take the points in order?

Please see Agenda Template.docx

3

COMMON PHRASES TO RUN A BUSINESS MEETING

F

Allocating roles (secretary, participants)

- ✓ (name of participant) has agreed to take the minutes.
- ✓ (name of participant) has kindly agreed to give us a report on this matter.
- ✓ (name of participant) will lead point 1, (name of participant) point 2, and (name of participant) point 3.
(name of participant), would you mind taking notes today?

Example: Alice, would you mind taking notes today?

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COMMON PHRASES TO RUN A BUSINESS MEETING

G Agreeing on the ground rules for the meeting

- ✓ We will hear a short report on each point **first, followed** by a discussion round the table.
- ✓ The meeting is due to finish at...
- ✓ We'll have to keep each item to ten minutes. Otherwise we'll never get through.
- ✓ We may need to vote on item 5, if we can't get a unanimous decision.

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COMMON PHRASES TO RUN A BUSINESS MEETING

H

Introducing the First Item on the Agenda

Use these phrases to begin with the first item on the agenda. Make sure to use sequencing language to connect your ideas throughout the meeting.

- ✓ So, let's start with
- ✓ So, the first item on the agenda is
- ✓ Martin, would you like to introduce this item?

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COMMON PHRASES TO RUN A BUSINESS MEETING

1

CLOSING AN ITEM

I think that covers the first item. If nobody has anything else to add,

NEXT ITEM

Let's move onto the next item
The next item on the agenda is
Now we come to the question of.

3

COMMON PHRASES TO RUN A BUSINESS MEETING

J

Giving control to the next participant

If someone takes over your role, give control to them with one of the following phrases.

- ✓ I'd like to hand over to Mark, who is going to lead the next point.
- ✓ I'd like to hand over to Jeff, who is going to discuss the personnel issues.

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COMMON PHRASES TO RUN A BUSINESS MEETING

K

SUMMARIZING

- ✓ Before we close, let me just summarize the main points.
To sum up, ...
In brief,

Example: To sum up, we've moved forward with the merger and expect to start work on the project in May. Also, the personnel department has decided to hire additional staff to help us with the increased demand.

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COMMON PHRASES TO RUN A BUSINESS MEETING

L

Thanking participants

Thank you all for attending.

Thanks for your participation.

Thank you all for your participation and I'll see you next Thursday.

Closing the meeting

The meeting is closed.

I declare the meeting closed.

PRACTICE

Please watch the following video

<https://www.youtube.com/watch?v=eFY8BNGZB4U>

And write a short essay about the Six Principles to run a successful business meeting.



END OF THE UNIT

