

Day 38 + 39

Vocab Review

Fill in the blanks.

1. I'm pleased to say the project is n__ _ing completion.
2. I'll have to p_____se it because I didn't get a chance to memorize it.
3. Can you r_____d a good wine to go with this dish?
4. Jack has raised a very important i__ _e.

4 Meetings/ Discussions



Module 4.1 What makes a good meeting?



LEAD-IN



Listening

1. Listen and fill in the blanks.

What is a meeting?

A meeting is a of two or more people to a goal such as presenting or information, planning activities, making, and so on. Almost every group activity or requires a meeting, or meetings, of some sort.

- 2 Listen and fill in the blanks.

What Is a Good Meeting?

Bad meetings have tendency to on and on, and you keep wondering why you arethere. In a good meeting, on the other hand, everyone's ideas are, decisions are made with speed, and what participants do are on concrete results.

Good meetings are full of and provide participants with something that may them in their future careers.

A good chairperson is someone who understands the aims of a meeting, helps keep the discussion on, collaborates with participants to finish the meeting in the time (allotted), and follows an Good participants join the meeting knowing what the business at is, give thought to over main issues. They take talking, and help to move decisions forward.

➤ Match the different types of meeting (1 - 9) with the definitions (a - i).

- | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------|
| 1. kickoff meeting | a. If you need new ideas, you have this type of meeting. |
| 2. board meeting | b. This is a meeting between two individuals. |
| 3. one-on-one meeting | c. This meeting brings together people from different departments working on a specific task. |
| 4. team meeting | |
| 5. ad hoc meeting | d. This is a meeting between a manager and those who report to the manager. |
| 6. staff meeting | e. The first official meeting of a group of people who will be working together on a project. |
| 7. project meeting | |
| 8. progress meeting | f. This is a meeting aimed to capture from time to time all the ongoing critical issues affecting the project. |
| 9. brainstorming meeting | g. This is a meeting among colleagues working on various aspects of a team project. |
| | h. This is a meeting of the Board of Directors of an organization. |
| | i. This is a meeting called for a special purpose, not planned but arranged only when necessary. |

Meeting Basics

● Agenda

Look at the agenda below for a monthly sales meeting of MBW Motor Corporation. Complete the sentences with words from the box.

venue/ issues/ attendees/ other/ accuracy/ facilitate/ points/ attend/ company/ any/ objectives/ time/ date

An agenda, which is a list of things to be considered, is required for meetings. After deciding the of the meeting, you prepare the agenda, which helps to good meetings

List your name, the, the, the name of the, and the meeting slot at the top of the agenda. The first point in the meeting is 'Apologies', which is done when the chairperson reports who is not able to, The next point is when the notes of the previous meeting are checked for, followed by 'Matters arising from the minutes', which is when any relating to the last meeting are discussed. Then come the main for discussion at the meeting. 'AOB', which stands for business, comes next when issues which are not on the agenda can be discussed. The last item on the agenda is the date of the next meeting.

MBW Motor Corporation - Cebu Region Monthly Sales Meeting

April 25, 2016
Conference Room

Participants: Jack Nicholson (Chair), Meryl Streep, Marlon Brando,
Jodie Foster, Anthony Hopkins, Sandra Bullock

Time: 10:00 End: 12:00

Agenda

1. Apologies
2. Minutes of the last meeting
3. Matters arising from the minutes
4. Sales results and forecasts
5. New product launch
6. Awards and Incentive
 - 6.1 March Sales Awards
 - 6.2 Launch of April Sales Incentive
7. AOB
8. Date of the next meeting



Listening

Listen and fill in the blanks.

● Meeting Minutes

Taking good meeting minutes – a record of what is being during a meeting – is a huge to effective meetings.

The purpose of taking minutes at a meeting is not to every single thing that people discuss. There is no way you can write down everything that is being said in the meeting. Don't waste your time writing down every someone made or a particular business action. When someone makes a, for example, write down the exact wording of the motion, who made it, and the final results of the You don't need to write down everyone's comments for or against the motion. Be It's important that you listen for and key points, such as:

- Topics covered (should be part of the agenda)
- Action items
- Decisions

Action items

Action items are a really simple tool to make sure that things actually get done after a meeting. Actions that are recorded properly in the meeting minutes help to make expectations crystal clear and misunderstandings.

The three key of action items all start with W –Who, What and When.

Action: Ms Doe to report on the results of the customer satisfaction survey at the next meeting.

Who

What

When

➤ Read the following. Is this an example of an agenda?

ABC Academy Business Meeting

March 4, 2016

Meeting called to order at 10:00 a.m. by school owner Andrew Baker

Teachers present: Cary Grant, Sharon Stone, James Stewart, Faye Dunaway, Catherine Zeta-Jones

Apologies: None

● Approval of minutes:

Motion: To approve the minutes for February 3, 2016

Vote: Motion carried

Resolved: Minutes from the meeting on February 3, 2016, approved without modification

● **Business:**

• Motion: Owner Andrew Baker made a motion to hold teacher training seminar on March 26th

Vote: 4 for, 1 opposed

Resolved: Motion carried

Action: Cary Grant to organize the seminar by March 15

• Motion: James Stewart made a motion to host a sightseeing tour for students during the Easter long weekend

Vote: 2 for, 3 opposed

Resolved: Motion failed

• Motion: Sharon Stone made a motion to open a new business English course

Vote: 5 for, 0 opposed

Resolved: Motion carried

Action: Sharon Stone to report on the new course at the next meeting

Meeting adjourned by school owner Andrew Baker, at 11:20 a.m.

Match each definition (A – E) with today’s vocabulary word (1 – 5)

DEFINITIONS

- A. to change the date of a meeting to a later date
- B. an official written record of what is said and decided at a meeting
- C. to have a break in a meeting
- D. a list of the subjects to be discussed at a meeting
- E. someone who is in charge of a meeting

- 1. adjourn
- 2. chairperson
- 3. postpone
- 4. minutes
- 5. agenda

Fill in the blanks.

- 1. Would you t___ the minutes?
- 2. The meeting had to be p____ed until next week.
- 3. It was almost noon when the meeting a____ed.

This textbook uses pictures/photos from the free photo sites below.

Pixabay : <https://pixabay.com/>
 Public Domain Pictures : <http://www.publicdomainpictures.net/>
 Pexels : <https://www.pexels.com/>
 Fricker : <https://www.flickr.com/>

Unsplash : <https://unsplash.com/>
 GATAG | フリー素材集 : <http://01.gatag.net/>
 写真AC : <https://www.photo-ac.com/>
 イラストAC : <https://www.ac-illustr.com/>

シルエットAC : <https://www.silhouette-ac.com/>
 Google 画像検索 : <https://www.google.com/imghp?hl=ja>
 Wikimedia Commons : https://commons.wikimedia.org/wiki/Main_Page

Day 40

Vocab Review

Fill in the blanks.

1. Would you t___ the minutes?
2. The meeting had to be p_____ed until next week.
3. It was almost noon when the meeting a_____ed.

4 Meetings/ Discussions



Module 4.2 Chairing a meeting



LEAD-IN



Listening

Listen and fill in the blanks.

If a meeting is going to achieve its efficiently, then it is essential that someone takes the role of defining the topics to be covered, the discussions, and that decisions are reached and accepted. This person is the 'meeting Chair' or the '.....'

Apart from setting the agenda, the most important of the Chair are to ensure that:

- discussions should be in with the agenda
- each participant should express his/her
- appropriate should be reached.



Writing

1. You are the Sales Director for XYZ International and you've arranged a meeting (10 a.m., Wednesday) with Jack Daniel, Sales Manager. You ask, by email, Jane Rogers, your assistant, to make preparations for the meeting as follows.

- a) book a meeting room and then email the room number to Jack and you
- b) circulate the agenda to Jack and his team
- c) reserve a data projector and an OHP
- d) order some refreshments
- e) attend the meeting and take the minutes

Complete the email to your assistant.

To: jane.rogers@xyz.com
 From: (your name) @xyz.com
 Subject: Arrangements for meeting with sales team

Hi Jane,

I've just a meeting with Jack Daniel sales and his team Wednesday 10 a.m. Can you care of the preparation, please?

Could you a meeting room and Jack and me the room number? Also, can you the agenda to Jack and his team? And can you a data projector and an OHP for us? I'd like you to some refreshments, such as coffee and biscuits.

Finally, can you the meeting, please? I'll need you to the minutes.

Thanks for your help.

Regards,

(Your name)

2. Chairing a meeting

Complete the sentences with words from the box.

time/ adjustments/ summarize/ postpone/ participants/ topic/ venue/ agenda/ dominating

- Arrive early enough to sort out any practical problems at the meeting
- Bring extra copies of the
- Start on, as this will set the tone for the rest of the meeting.
- Introduce the, if appropriate.
- If certain people are the conversation, make a point of asking others for their ideas.
- At the end of each agenda item, quickly what was said, and ask people to confirm that that's a fair summary.
- Watch body language and make as necessary. Maybe you need a break, or you need to stop someone from speaking too much.
- Ensure the meeting stays on
- If there is not enough time to discuss any extra item, the discussion to a later meeting.

3. The following sentences are in the wrong order. Write them in the correct sequence so they all make sense. Right, let's start with item number one.

And finally, we'll examine ...

Now, Jennifer Aniston has sent her apologies.

Well, in the last meeting, I didn't actually say that we should definitely cancel our commercial advertisement on television.

OK. As you can see from the minutes, we agreed at the last meeting that HR would advertise for more sales representatives.

All right, everyone. Thank you all very much for being here today.

Could you please change the minutes to accurately reflect what I said?

Jack, any strong candidates yet?

Secondly, we want to have a look at ...

And then we'll see if there's any other business.

The first is to ...

I think we should begin.

She can't be with us today because she had to go to a meeting in New York.

What I did say was that we should put it back if primetime TV advertising costs remain high.

Now, as I said in the agenda I emailed last week, there are three main issues to discuss.

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. the place where a large or important event happens
- B. to have control over a place or a person, or to be the most important person or thing
- C. to make something possible or easier
- D. to delay an event or arrange for it to take place at a later time
- E. to send something such as information, ideas, or documents from one Person to another

1. facilitate
2. circulate
3. venue
4. dominate
5. postpone

Fill in the blanks.

1. An expert negotiator was brought in to f_____ate the discussion.
2. Management will be c_____ing a supplementary report at the budget meeting.
3. The group has booked the popular 1000-seat v___e for its annual sales conference.
4. He refuses to let others speak and d_____es every meeting.

This textbook uses pictures/photos from the free photo sites below.

Pixabay : <https://pixabay.com/>

Public Domain Pictures : <http://www.publicdomainpictures.net/>

Pexels : <https://www.pexels.com/>

Fricter : <https://www.flickr.com/>

Unsplash : <https://unsplash.com/>

GATAG | フリー素材集 : <http://01.gatag.net/>

写真AC : <https://www.photo-ac.com/>

イラストAC : <https://www.ac-illust.com/>

シルエットAC : <https://www.silhouette-ac.com/>

Google 画像検索 : <https://www.google.com/imghp?hl=ja>

Wikimedia Commons : https://commons.wikimedia.org/wiki/Main_Page

Day 41

Vocab Review

Fill in the blanks.

1. An expert negotiator was brought in to f_____ate the discussion.
2. Management will be c_____ing a supplementary report at the budget meeting.
3. The group has booked the popular 1000-seat v____e for its annual sales conference.
4. He refuses to let others speak and d_____es every meeting.

4 Meetings/ Discussions



Module 4.3 Cross-cultural understanding (4) Styles of decision-making



Reading

Read the following text about cross-cultural differences in decision-making and answer these questions.

- a) What are the three key words of communitarian decision-making?
- b) What are the two salient features of individualistic decision-making?
- c) Do you agree with what the writers say about different styles of decision-making?

Individualism versus communitarianism (the conflict between what each of us wants as an individual and the interests of the group we belong to) in international business

Individualism encourages individual freedom and responsibility, while communitarianism encourages individuals to work for consensus¹ in the interests of the group.

Decision-making

Communitarian decision-making typically takes much longer and there are sustained² efforts to win over everyone to achieve consensus. Voting down the dissenters³, as often happens in English-speaking western democracies, is not acceptable. There will usually be detailed consultations with all those concerned and, because of pressures to agree collective⁴ goals, consensus will usually be achieved. If the group or HQ is not consulted first, an initial "yes" can easily become a "no" later. The many minor objections raised are typically practical rather than personal or principled and the consensus may be modified in many respects. Since, however, those consulted will usually have to implement⁵ the consensus, this latter phase of implementation typically proceeds smoothly and easily. The time "wasted" (from an individualist's perspective) is saved when the new procedures operate as envisaged⁶. The Japanese ringi process, where proposals circulate and are initialed⁷ by agreeing participants, is the most famous example of communitarian decision-making, but it can lead to very lengthy delays.

A Japanese company had a factory built in the south of the Netherlands. As usual, this was carried out with acute attention to detail. In the designing phase, though, it discovered that it had not considered one restriction. The legal minimum height for workshops was 4cm higher than the design. A new design, which needed extensive consultation with many people at the head office in Tokyo, took one full month per centimeter for approval.

It is far too easy for North Americans and north-west Europeans, used to individualism, to jeer⁸ at such delays. The decision-making process in individualistic cultures is usually very short. However, saving time in decision-making is often followed by significant delays due to implementation problems.

The individualist society, with its respect for individual opinions, will frequently ask for a vote to get all noses pointing in the same direction. The drawback to this is that within a short time they are likely to change again. The communitarian society will intuitively⁹ refrain from voting because this will not show respect to the individuals who are against the majority decision. It prefers to deliberate¹⁰ until consensus is reached. The final result takes longer to achieve, but will be much more stable. In individualistic societies there is frequently disparity¹¹ between decision and implementation.

(Partially excerpted from Fons Trompenaars and Charles Hampden-Turner 'Riding the waves of culture', London: Nicholas Brealey Publishing, 1997)

1 agreement 2 continuing for a long time 3 persons that disagree 4 shared by every member 5 carry out 6 imagine 7 signed
8 laugh rudely 9 instinctively 10 ponder/ think carefully 11 difference



Writing

Put the words in the right order to make sentences with expressions from the above text.

1. The/ from/ will/ communitarian/ voting/ refrain/ society/ intuitively
2. Communitarian/ longer/ takes/ decision-making/ much
3. The/ in/ is/ very/ process/ individualistic/ short/ usually/ cultures/ decision-making
4. Communitarianism/ of/ in/ for/ to/ group/ the/ the/ individuals/ work/ encourages/ consensus/ interests
5. A/ had/ built/ of/ in/ company/ a/ the/ the/ factory/ Japanese/ Netherlands/ south
6. The/ in/ to/ for/ for/ with/ society/ direction/ the/ pointing/ individualist/ its/ opinions/ will/ get/ respect/ same/ ask/ a/ all/ individual/ frequently/ vote/ noses/

<GRAMMAR REVIEW> Causative verbs in English

Causative verbs in English are used to express the idea that "X" causes "Y" to do something.

- The causative verb 'have' is used to express the idea that "X" requests "Y" to do something.
 - I must have my car checked by the mechanic. = I must have the mechanic check my car.
 - I'm going to have my hair cut tomorrow by my hairdresser. = I'm going to have my hairdresser cut my hair tomorrow.

There are two forms: 'passive' (having something done by someone = have + noun + past participle) or 'active' (having someone do something = have + noun + bare infinitive).

Someone in these cases usually indicates 'someone who is naturally doing that job. For example, a mechanic, whose job is to repair cars, checks your car or a hairdresser cuts your hair.

Note that 'by someone' is added only when it is necessary to mention who did the action. We normally omit it when it is obvious.

- Other causative verbs include 'get', 'make', 'let', etc.

Complete the sentences with the correct verb form.

1. We had our landlord (a. to fix b. fixing c. fix d. fixed) the broken window.
2. Instead of buying a new bicycle, why don't you have your old one (a. to fix b. fixing c. fix d. fixed)?
3. We had the computer guy (a. to install b. installing c. install d. installed) the new software for us.

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. to laugh rudely or shout insults
- B. someone who disagrees
- C. to think carefully
- D. agreement
- E. difference

1. deliberate (v)
2. disparity
3. jeer
4. dissenter
5. consensus

Fill in the blanks.

1. The people at the back of the hall j_ _ _ _ ed at the speaker.
2. One of her priorities will be to eliminate pay d_ _ _ _ _ ity between men and women for equal work.
3. The committee has d_ _ _ _ _ _ ated the question at great length.

This textbook uses pictures/photos from the free photo sites below.

Pixabay : <https://pixabay.com/>

Public Domain Pictures : <http://www.publicdomainpictures.net/>

Pexels : <https://www.pexels.com/>

Flicker : <https://www.flickr.com/>

Unsplash : <https://unsplash.com/>

GATAG | フリー素材集 : <http://01.gatag.net/>

写真AC : <https://www.photo-ac.com/>

イラストAC : <https://www.ac-illust.com/>

シルエットAC : <https://www.silhouette-ac.com/>

Google 画像検索 : <https://www.google.com/imghp?hl=ja>

Wikimedia Commons : https://commons.wikimedia.org/wiki/Main_Page

Day 42

Vocab Review

Fill in the blanks.

1. The people at the back of the hall j_____ed at the speaker.
2. One of her priorities will be to eliminate pay d_____ity between men and women for equal work.
3. The committee has d_____ated the question at great length.

4 Meetings/ Discussions



Module 4.3 Discussion – Stating and asking for opinion



LEAD-IN What is the difference between 'discussion' and 'debate'?



Listening

Listen and fill in the blanks.

What's the difference between 'debate' and 'discussion'?

A discussion focuses on a specific topic with which are made by plural people trying to establish the of the topic. So normally at company meetings discussions take place. A debate is a formal contest where the 'yes' and 'no' sides of a are by opposing speakers. A debate is combative and one side must win. A discussion is held not as a competition but on equal

- Suggest as many ways of asking for opinion and stating opinion as you can.

 Writing

- Choose the most appropriate word from the box. Some unnecessary words are also listed.

have/ tell/ say/ think/ talk/ speak/ views/ time/ opinion

Asking for opinion

1. What do you _____ about ... ?
2. I'd like to _____ your point of view about ...
3. Perhaps you can _____ us something about ...
4. Do you have any _____ on ... ?
5. What are your _____ about ... ?

- Which phrases (1 – 10) can be used ...
- a to express opinion neutrally
 - b to express opinion more strongly
 - c to express opinion more weakly

Stating opinion

1. I think that ...
2. I definitely think that ...
3. I'm inclined to think that ...
4. It seems to me that ...
5. I understand that ...
6. I feel strongly that ...
7. I'm convinced that ...
8. My view/ idea/ opinion/ thinking is that ...
9. As I see it ...
10. In my opinion/ view ...


Module 4.5 Discussion – Interrupting

LEAD-IN Imagine that you are in a meeting, and you want to interrupt to ask a question or make a comment. How would you interrupt speakers in a meeting? Think of three possible phrases.


Listening

Listen and fill in the blanks.

In a discussion, it is seen as and to interrupt a speaker. But sometimes if you want to or the conversation is off-topic, you feel you should interrupt. Learning to interrupt politely requires and Here's how to do it. First of all, body language to let the speaker know that you have something to say. Make eye contact and he/she may that you want to speak. If you can't get the speaker's attention, raise your hand, or clear your Secondly, avoid interrupting If there is a in the conversation, that is your chance.

- Which phrases (1 – 10) can be used ...
- a to begin an interruption
 - b to begin an interruption more formally
 - c to be followed by a quick question to the speaker
 - d for the speaker to accept the interruption
 - e for the speaker to reject the interruption
1. Can I come to that later?
 2. Could I just comment on that?
 3. Sorry, please let me finish
 4. Sorry to interrupt you but ...
 5. Could I come in here?
 6. Can I just say something about that?
 7. Hold on a moment, please. We'll come back to you soon.
 8. Yes, go ahead.
 9. I apologize for interrupting but ...
 10. Just a moment, please. I promise we'll come right back to you.
 11. Could I make a point here?
 12. Sorry to hold the meeting up but ...

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. a short period of calm in which little happens
- B. great skill or style
- C. to speak in support of an idea or course of action
- D. a statement that you strongly believe is true
- E. to say something that interrupts someone who is speaking

1. advocate
2. interject
3. lull
4. finesse
5. assertion

Fill in the blanks.

1. I certainly don't agree with his a_____ion that men are better drivers than women.
2. It was a disappointing performance which lacked f_____e.
3. After the summer l____, business has picked up again this month.
4. He i_____cted questions throughout the discussion.
5. The Food Standard Agency a_____ated a ban on advertising junk food to children.

This textbook uses pictures/photos from the free photo sites below.

Pixabay : <https://pixabay.com/>

Public Domain Pictures : <http://www.publicdomainpictures.net/>

Pexels : <https://www.pexels.com/>

Fricter : <https://www.flickr.com/>

Unsplash : <https://unsplash.com/>

GATAG | フリー素材集 : <http://01.gatag.net/>

写真AC : <https://www.photo-ac.com/>

イラストAC : <https://www.ac-illust.com/>

シルエットAC : <https://www.silhouette-ac.com/>

Google 画像検索 : <https://www.google.com/imghp?hl=ja>

Wikimedia Commons : https://commons.wikimedia.org/wiki/Main_Page

Day 43

Vocab Review

Fill in the blanks.

1. I certainly don't agree with his a_____ion that men are better drivers than women.
2. It was a disappointing performance which lacked f_____e.
3. After the summer l____, business has picked up again this month.
4. He i_____cted questions throughout the discussion.
5. The Food Standard Agency a_____ated a ban on advertising junk food to children.

4 Meetings/ Discussions



Module 4.6 Discussion – Asking for and giving clarification



Listening

Listen and fill in the blanks.

Asking for Clarification in a Business Meeting

In attending a meeting, from time to time you may have a kind of at having something to say without knowing how and when to say it.

Speaking up in meetings, to, correct someone else, or ask for, can be extremely

However, if you know some useful phrases at, you will feel more in speaking up your thoughts in meetings.

- Which phrases (1 – 13) can be used ...
- a to start asking for clarification
 - b to be followed by a quick question to the speaker
 - c for the speaker to clarify
 - d for the speaker to check that the clarification is sufficient

1. Is that clearer now?
2. What I mean is ...
3. Er ... sorry I'm afraid I don't quite follow you.
4. Could we have some more details, please?
5. Is that okay?
6. What do you mean by ... ?
7. Sorry to interrupt you, but I'm afraid I don't quite understand what you are getting at.
8. Well, it means ...
9. Could you elaborate on that?
10. Let me explain this in more detail ...
11. Could you be more specific?
12. Excuse me, I don't see what you mean.
13. Could you clarify that?

- Complete the following mini-dialogues

Extract 1

A: ... in the penultimate chapter of the book.

B: Er, sorry, can I ask something? _____ by 'penultimate'?

A: _____, it means 'last but one' or 'not the last, but immediately before the last'. Is that _____ now?

B: Yes, thanks.

Extract 2

A: Vehicle manufacturers will increasingly advertise extra safety measures as a USP for their cars.

B: Excuse me, I'm not quite sure _____ USP?

A: USP is an _____ for 'Unique Selling Point'.

B: Er, could you _____ on that?

A: Yes, of course. The USP of a product or service is a particular feature of it which can be used in advertising to show how it is different from, and better than, other similar products or services. Is that okay?

B: Yes, I _____ now. Thank you.

- Unscramble the words to make questions that ask for clarification.

1. Sorry/ you/ I'm/ I/ you/ at/ to/ but/ getting/ interrupt/ don't/ afraid/ understand/ are/ what/ quite
2. Could/ that/ on/ you/ elaborate/ ?
3. Excuse/ I/ you/ me/ see/ mean/ don't/ what
4. Could/ specific/ you/ more/ be/ ?
5. Could/ that/ clarify/ you/ ?

Module 4.7 Discussion – Expressing agreement/ disagreement



Listening

Listen and fill in the blanks.

It is that people will agree and disagree with one another during meetings. Imagine that you are in a meeting and you disagree with someone over an It's hard to disagree without being How might you make your point? In spoken English, just saying "I disagree" is often too Most English speakers use phrases that are to be more polite, or methods to express disagreement. One way to disagree indirectly is simply to say your own opinion. It's common to use the words 'well' and 'actually', which signal that you are going to express a opinion.

- Which phrases (1 – 10) can be used ...
- a to disagree using an apology to introduce your disagreement
 - b to disagree partially
 - c to disagree formally
 - d to disagree indirectly
 - e to disagree using adverbs
 - f to acknowledge the other person's opinion before you disagree
 - g to pretend to be unsure about agreeing
 - h to agree using adverbs

1. I agree up to a point, but ...
2. With all due respect, that account doesn't fit the facts.
3. I see what you're saying but...
4. I respectfully disagree with that assessment,
5. I'm not sure I agree with you about this.
6. I can agree with that only with reservations.
7. Actually, I have my own thoughts about that.
8. That's a valid point, but...
9. Well, in my opinion ...
10. I don't think I have the same opinion as you.
11. I'm sorry but I disagree with you about this.
12. I take your point but ...
13. I am of a different opinion.
14. I completely (absolutely) agree with you on that point.

➤ Complete the following sentences by underlining the correct word from the options given.
A manager of a company, during a meeting, asked participants to give him [agreement / feedback / information] on the presentation that they'd just seen. Some of them said that they [disagreed / unhappy / prohibit] with the company's new expansion project. They said that they would be much [comfortable / happier / prefer] if there were more time to discuss the project.

- Unscramble the words to express disagreement.
1. Actually,/ that/ I/ about/ own/ my/ have/ thoughts
 2. I/ that/ reservations/ agree/ only/ with/ with/ can
 3. With/ facts/ all/ that/ respect/ fit/ due/ account/ the/ doesn't
 4. I'm/ but/ disagree/ this/ with/ about/ you/ sorry/ I
 5. I/ I/ you/ don't/ the / as/ think/ have/ opinion/ same

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. wrong or false
- B. certain to happen and unable to be avoided
- C. to change something in order to improve it
- D. making you feel frightened or nervous
- E. unpleasant

1. modify
2. disagreeable
3. erroneous
4. inevitable
5. intimidating

Fill in the blanks.

1. She can be very i_____ating when she's angry.
2. The accident was the i_____able consequence of carelessness.
3. She said some very d_____eeable things.
4. The plans will have to be m_____ed to reduce costs.

Day 44 + 45

Vocab Review

Fill in the blanks.

1. She can be very i_____ating when she's angry.
2. The accident was the i_____able consequence of carelessness.
3. She said some very d_____eeable things.
4. The plans will have to be m_____ed to reduce costs.



4 Meetings/ Discussions

 **Module 4.8 Making resolutions**
 **Listening**

Listen and answer the following questions.

1. Is a company resolution a contract?
2. What does "make a motion" mean?
3. What does "obtain the floor" mean?

➤ Match the two parts to make sentences which can be used to make resolutions.

The motion has been
All those in favor,
Would anyone like
Is there someone to

propose the motion?
to second that?
rejected by 10 votes to 3.
please rise

- The following sentences are in the wrong order. Write them in the correct sequence so they all make sense.
1. Mr. Chairman. I move that the Board of Directors for the ensuing year be* fixed at eight.
 2. I second the motion.
 3. The motion is carried: 8 for, 2 opposed, 3 abstentions.
 4. The next item of business is to fix the number of directors. Do we have a motion?
 5. All in favor of the motion, please raise your hand. Thank you. All those opposed? Abstentions?
 6. Is there a seconder for the motion?
 7. Can I ask for a show of hands?

<GRAMMAR REVIEW> *Subjunctive

The subjunctive is the name of a special group of verb-forms (recommended that he be released . . . / It is vital that he return immediately . . . / I wish I were rich . . .) used to express a wish, a suggestion, a demand, etc.

The forms of the subjunctive are as follows:

- The Present subjunctive consists of the infinitive without to (= the bare infinitive) in all persons: e.g. I be, you be, (s)he be, we be, they be; I go, you go, (s)he go, etc.
 - The Past subjunctive exists only in 'were' in all persons: e.g. I were, you were, (s)he were, etc.
- Verbs which attract the subjunctive
The following verbs often attract the subjunctive: ask, command, demand, insist, move (=to officially make a proposal at a meeting), order, recommend, request, propose, suggest, and wish.
 - Adjectives which attract the subjunctive
The following adjectives often attract the subjunctive: crucial, essential, important, imperative, necessary and vital.

Subjunctive Exercise

Decide which answer (a, b, c, or d) best fits each gap.

1. The board recommended that the motion (a. was b. had c. be. d. has been) passed immediately.
2. It is imperative that the game (a. begins b. begin c. began d. has begun) at once.
3. I'm suggesting that he (a. reconsiders b. reconsidered c. reconsider d. is reconsidering) my proposals.
4. The police insisted that the car (a. be moved b. is moved c. was moved d. is moving) immediately.



Module 4.9 Ending a meeting

● **AOB**

The last item on a formal agenda is AOB (Any Other Business). If a subject is not directly relevant to the discussion, a chairperson might ask that the item be dealt with under AOB.

➤ Match the two parts to make sentences which can be used to talk about AOB.

Could we deal
Does anyone have
Let's talk about
Is there any other
I have an item
Could we talk

business that we need to discuss?
for AOB
over that point under AOB?
with that point under AOB?
that when we get to AOB.
anything they'd like to bring up under AOB?

● **Ending a meeting**

➤ Match the two parts to make sentences which can be used to end a meeting.

I think we've just about
I'll just go
Let's just run through
Mary, you're going to contact headquarters, and Jack's
The meeting
Thank you all very much for

coming and contributing.
is adjourned.
going to take care of the translation.
who's doing what.
through what we've agreed to today.
covered everything.

NB: The verb 'adjourn' means 'to end a meeting for a period of time' or 'to suspend until a later stated time'.

- I declare the meeting adjourned (or closed). Thank you all for coming.
- We'll adjourn for lunch and reconvene at 1:00 p.m. to discuss the outstanding issues.



Module 4.10 How to support your opinion by constructing a logical argument

In business your opinions should be supported by logical arguments, which are built upon evidence that leads to a conclusion through an accepted pattern of reasoning. Six commonly used sources of supporting evidence are: definition, reasons, examples, concessions (quoting another opposing opinion = counterargument), statistics, and the testimonies of experts.

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. similar or related
- B. to get something
- C. to give up the control of something
- D. to officially suggest something during a meeting
- E. a formal statement on which people in an organization vote, or the decision taken as a result of this vote

1. to yield
2. resolution
3. corresponding
4. to obtain
5. to move

Fill in the blanks.

1. They were forced to y_ _ _d their land to the occupying forces.
2. I m_ _e that we adopt the resolution.
3. Shareholders were asked to approve a r_ _ _ _ _tion to create a special voting share.
4. Income was up compared to the c_ _ _ _ _nding period last year.

This textbook uses pictures/photos from the free photo sites below.

Pixabay : <https://pixabay.com/>

Public Domain Pictures : <http://www.publicdomainpictures.net/>

Pexels : <https://www.pexels.com/>

Fricter : <https://www.flickr.com/>

Unsplash : <https://unsplash.com/>

GATAG | フリー素材集 : <http://01.gatag.net/>

写真AC : <https://www.photo-ac.com/>

イラストAC : <https://www.ac-illust.com/>

シルエットAC : <https://www.silhouette-ac.com/>

Google 画像検索 : <https://www.google.com/imghp?hl=ja>

Wikimedia Commons : https://commons.wikimedia.org/wiki/Main_Page