

## Review

You are giving a presentation. Ask the meeting attendees whether they have any questions about your presentation.

#### Requirements:

- > Ask the members for their questions.
- > Clarify things using the learnt expressions.



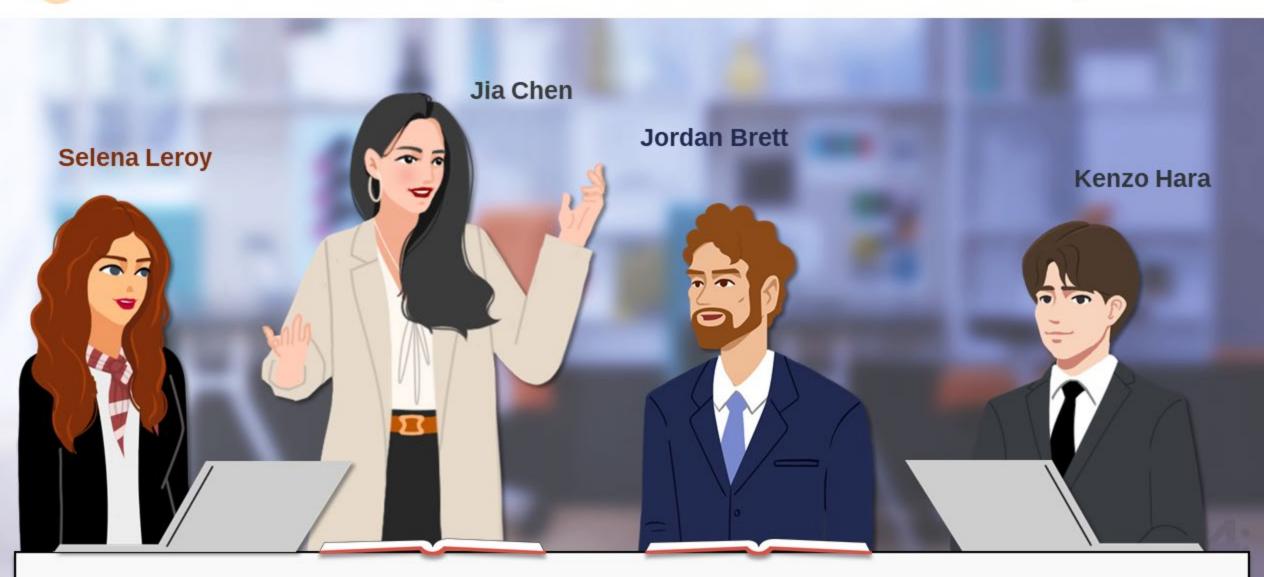
# LEARNING GOALS

- Closing a Meeting
- Giving a Follow-up



#### **Situational Dialogue**

Ms. Chen ends the meeting and sets the date for the next meeting.







#### **Key Vocabulary**

#### Learn about the new words and answer the questions.



set the date

(ph.v.) to agree on a date for a meeting

e.g. We have to set the date for our anniversary party.



productive

(adj.) having positive results

e.g. This is a very productive business.

#### **Dialogue Review**

Have a role play and answer the questions.



Ms. Chen ends the meeting and sets the date for the next meeting.

**Ms. Chen:** To end the meeting, I'd like to thank you all for coming. Your suggestions are really helpful. It was a **productive** meeting.

We will have our next departmental meeting on July 25.

**Jordan:** Thanks as well, Ms. Chen.

Kenzo, could I have the minutes for today's meeting?

Kenzo: Sure. I'll send you all the minutes right after the meeting.



#### **Learning Goals**

#### Let's check the learning goals!



Ms. Chen ends the meeting and sets the date for the next meeting.



👸 1. Closing a Meeting

To end the meeting, I'd like to thank you all for coming. Ms. Chen:

Your suggestions are really helpful. It was a productive meeting.

We will have our next departmental meeting on July 25.

**Jordan:** Thanks as well, Ms. Chen. 🕳 2. Giving a Follow-up

Kenzo, could I have the minutes for today's meeting?

**Kenzo:** Sure. I'll send you all the minutes right after the meeting.



#### **Learning Goals**

Learn the key expressions and sentence structures.

#### ... Closing a Meeting

➤ To (formally) closelend the meeting, I would like to ...

#### Example sentences:

 To formally close the meeting, I would like to thank you all for your participation.

# Other expressions to end a business meeting:



To wrap up



- e.g. It's 1pm so let's wrap up this meeting and I'll see you all again next week.
- To sum up
- e.g. Let's sum up we can deliver the goods you need on Thursday and you will pay once the order is received.

#### **Learning Goals**

Learn the key expressions and sentence structures.

#### ... Giving a Follow-up

- > We will have our next meeting on (date).
- ➤ If anyone has any questions about anything we discussed today, feel free to send me an e-mail.
- > The minutes from today's meeting will be posted as of tomorrow afternoon.

# Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: You have a meeting with your team members but there's not enough time to discuss further. Close the meeting and give a follow-up meeting schedule.



- .:: You can refer to the following key expressions:
- To (formally) close/end the meeting, I would like to ...
- We will have our next meeting on (date).

#### **Coffee Break**

Learn about last minute reminders.

#### : Last-minute reminders

- 1. Before you leave, please ...
- 2. I almost forgot to mention that ...
- 3. Don't forget to ...

#### Examples:

- Before you leave, please sign the attendance sheet.
- I almost forgot to mention that we're planning a staff party next week.
- Don't forget to send your report by noon.





2. What are other expressions we can use to give last-minute reminders?

### Overview

#### **Key words and expressions:**

set the date/ productive

To (formally) close/end the meeting, I would like to ...

We will have our next meeting on (date).

