

A background image showing a business meeting. Two people are seated at a table, looking at tablets displaying bar and line charts. There are papers, a coffee cup, and a small potted plant on the table. The image is overlaid with a large orange and blue graphic.

# **NEW BUSINESS ENGLISH 4**

## **Unit 3 Lesson 10**

### **Closing a Meeting**



# 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

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- ◆ Closing a Meeting
- ◆ Giving a Follow-up



## Situational Dialogue

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







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.

Thanks as well,  
Ms. Chen.





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

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



Let's check the learning goals!



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



## 1. Closing a 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.



## 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.

Learn the key expressions and sentence structures.

## ∴ Closing a Meeting

- **To** (*formally*) **close/end 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.

*End a business meeting either by wrapping or summing it up.*



## 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.

*Can you discuss the date and time for the next meeting?*

# 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).



## ∴ 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.



1. What are the usual last-minute reminders mentioned during your team meetings?
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).*

