

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 1

Opening a Meeting



LEARNING GOALS

- ◆ Opening a Meeting
- ◆ Welcoming the Participants



Situational Dialogue

- ▶ Selena opens the monthly departmental meeting.

Selena Leroy



Jia Chen



Jordan Brett



Kenzo Hara





Good afternoon! It's a great pleasure to open our monthly meeting today. Thank you, Ms. Chen, for giving me this opportunity. And welcome, everyone! I'd like to thank you all for being punctual today.



Key Vocabulary

Learn the new words and answer the questions.



participant

(n.) a person who takes part in an activity

e.g. There are 50 **participants** in this training.



opportunity

(n.) a chance to do something

e.g. This training gave me the **opportunity** to learn new skills.



punctual

(adj.) arriving at the expected time; not late

e.g. We should always be **punctual**.

Dialogue Review

Have a role play and answer the questions.



Selena opens the monthly departmental meeting.

Selena: Good afternoon! It's a great pleasure to open our monthly meeting today. Thank you, Ms. Chen, for giving me this **opportunity**. And welcome, everyone! I'd like to thank you all for being **punctual** today.

Let's check the learning goals!



Selena opens the monthly departmental meeting.



1. Opening a Meeting

Selena: Good afternoon!

It's a great pleasure to open our monthly meeting today.

Thank you, Ms. Chen, for giving me this opportunity. And welcome, everyone!

I'd like to thank you all for being punctual today.



2. Welcoming the Participants

Learning Goals

Learn the key expressions and sentence structures.

.∴ Opening a Meeting

- It's a great pleasure/ honor for me to open the *(event)*.
- I'd like to officially open our meeting now.
- If we are all here, let's start the meeting.
- Since everyone is here, let's get started.
- Let's begin.

Can you officially open the team meeting for today?

Learning Goals

Learn the key expressions and sentence structures.

∴ Welcoming the Participants

- I'd like to welcome you all to our *(event)*.
- I'd like to thank you all for ...
- I really appreciate you all for attending today.

Example sentences:

- I'd like to welcome you all to our thanksgiving party.
- I'd like to thank you all for being here tonight.

Introduce anyone new to the group to make sure that everyone is familiar with each other.

e.g. I really appreciate you all for attending today. I'd like to take a moment to introduce our new member, Kenzo Hara.

Can you welcome the meeting participants and introduce a new member?

Semi-open Dialogue

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

Scenario: Suppose you are going to open the annual meeting of your company.

What would you say to welcome the participants?

∴ You can refer to the following key expressions:

- It's a great pleasure/honor for me to open (event).
- I'd like to officially open our meeting now.
- I'd like to welcome you all to our (event).
- I'd like to thank you all for ...



Coffee Break

Learn the importance of small talk and some common topics.

⋮ Small Talk

Small talk in the business allows people to build a connection in a friendly and less formal way without getting too personal.

Some common small talk topics before a meeting:

- food, restaurants, cooking
- music, movies, books
- sports
- hobbies
- weather
- technology



1. Why is it important to make small talk before opening a meeting?
2. What other topics can we talk about during small talk?

Overview

Key words and expressions:

participant/ opportunity/ punctual

*It's a great pleasure/ honor for me to open the (event).
I'd like to officially open our meeting now.*

*I'd like to welcome you all to our (event).
I'd like to thank you all for ...
I really appreciate you all for attending today.*

