

#### Review

If you are assigned to open a morning meeting, you're expected to...

#### Requirements:

- > Open the meeting.
- > Welcome the participants.
- > Think about what you will do next after the opening.



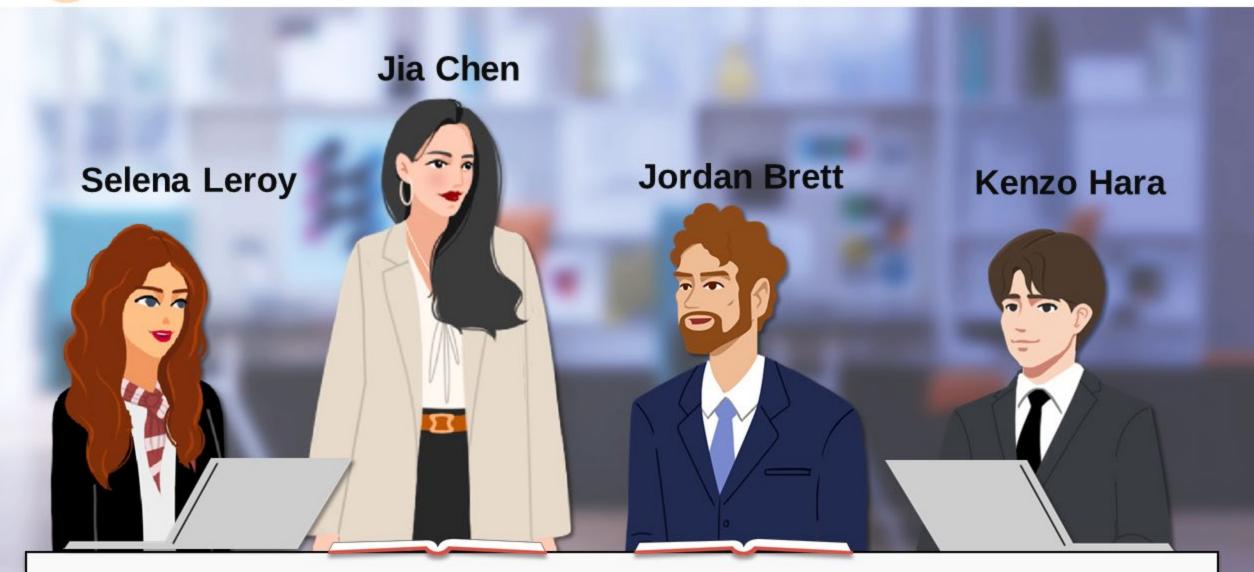
## LEARNING GOALS

- Making Meeting Objectives Clear
- · Setting Ground Rules for the Meeting



#### Situational Dialogue

Ms. Chen sets the agenda and rules for the departmental meeting.







#### **Key Vocabulary**

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



#### agenda

(n.) a list of matters to be discussed at a meeting

e.g. One of the items in the agenda is about the dress code.



#### brainstorm

(v.) to suggest a lot of ideas for a future activity very quickly

e.g. We need to brainstorm to make a better plan.



#### interrupt

(v.) to stop someone from speaking by saying or doing something

e.g. She always interrupts the speaker of the meeting.

#### **Dialogue Review**

Have a role play and answer the questions.



Ms. Chen sets the agenda and rules for the departmental meeting.

**Ms. Chen:** Alright! We have two goals on today's **agenda**. One is to review our client satisfaction survey. The other is to discuss how to manage more clients.

Before anything else, I'd like to remind you of our rules in the meeting. First, everyone should **brainstorm** ideas during the discussion. Second, no one should **interrupt** any speaker. Finally, we must all stick to the agenda.

#### **Learning Goals**

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



Ms. Chen sets the agenda and rules for the departmental meeting.



**1. Making Meeting Objectives Clear** 

Ms. Chen: Alright! We have two goals on today's agenda. One is to review our client satisfaction survey. The other is discuss how to manage more clients. Before anything else, I'd like to remind you of our rules in the meeting. First, everyone should brainstorm ideas during the discussion. Second, no one should interrupt any speaker. Finally, we must all stick to the agenda. 2. Setting Ground Rules for the Meeting

#### **Learning Goals**

Learn the key expressions and sentence structures.

#### ... Making Meeting Objectives Clear

- ➤ Our goal is ...
- > The aim of the meeting is ...
- Our task today is ...

# Synonyms of 'Goal' objective plan aim point target purpose

#### Example sentences:

- Our goal is to give updates on our client satisfaction rating.
- The aim of the meeting is to discuss how to manage the growing number of our clients.

#### **Learning Goals**

Learn the key expressions and sentence structures.

#### ... Setting Ground Rules for the Meeting

- > Everyone must + verb.
- > No one should + verb.

#### Example sentences:

- Everyone must contribute suggestions.
- No one should interrupt any speaker.
- Everyone must stick to the agenda and the speaking time.





- to talk or write about one particular thing only

e.g. Forget your opinions, just stick to the facts.

### Semi-open Dialogue

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

Scenario: Assume you are presiding over a morning briefing.

State the objectives of the meeting.

- .:: You can refer to the following key expressions:
- Our goal is ...
- The aim of the meeting is ...
- Our task today is ...



#### **Coffee Break**

Learn the important ground rules for meetings.

#### ... Ground Rules for an Effective Meeting

- 1. Show up on time
- 2. Prepare yourself
- 3. Stay focused
- 4. Be open-minded

- 5. Think before speaking
- 6. Let everyone share the opinions
- 7. Take notes of the key points
- 8. Record and share the outcomes



- 1. How often do you have meetings?
- 2. Pick 3 of the most important ground rules for an effective meeting.

#### Overview

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

agenda/ brainstorm/ interrupt

Our goal is ...
The aim of the meeting is ...
Our task today is ...

Everyone should/ must + verb No one should/ must + verb

