

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 2**

### **Meeting Agenda and Rules**



# Review

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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

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



## Situational Dialogue

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

**Jia Chen**

**Selena Leroy**

**Jordan Brett**

**Kenzo Hara**







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.





# 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.



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** 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.



## **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 ...

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.

### Synonyms of 'Goal'

objective	plan
aim	point
target	purpose

*What are the common goals of a business meeting?*



## 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.

- **stick to something**

- to talk or write about one particular thing only

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

*Can you enumerate the things you should/ shouldn't do during meetings?*

# 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 ...





## ⋮ **Ground Rules for an Effective Meeting**

- |                     |                                    |
|---------------------|------------------------------------|
| 1. Show up on time  | 5. Think before speaking           |
| 2. Prepare yourself | 6. Let everyone share the opinions |
| 3. Stay focused     | 7. Take notes of the key points    |
| 4. Be open-minded   | 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*

*Made by Everest*

*Proofread by Sensen*

