



# NEW BUSINESS ENGLISH 4

Unit 3 Lesson 8  
Summing Up



# Review

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It's better to motivate current employees with a higher salary than to hire new employees.  
Do you agree or disagree? Why?

## *Requirements:*

- *Give your opinions.*
- *State your reasons.*





# LEARNING GOALS

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- ◆ Summing up a Meeting With Concluding Expressions
- ◆ Summing up a Meeting With Sequencing Words



## Situational Dialogue

- ▶ Selena will summarize what was talked about in the meeting.

**Selena Leroy**



**Jia Chen**



**Jordan Brett**



**Kenzo Hara**







Okay. Let me take a minute to sum up. We've discussed a lot of things so far.





Firstly, Jordan shared the good news and the bad news. Secondly, we discussed how to manage more projects. Finally, we decided to work extra hours and get paid overtime.

Perfectly clear!





# Key Vocabulary

Learn the new words and answer the questions.



## take a minute

*(exp.) used for asking someone to wait or be patient*

e.g. Let me **take a minute** to review the business proposal.



## sum up

*(ph.v.) to give a brief summary of something*

e.g. This information **sums up** the employee's performance.



## extra

*(adj.) added to what is normal*

e.g. She's been working an **extra** two hours a day.

## Dialogue Review

Have a role play and answer the questions.



*Selena will summarize what was talked about in the meeting.*

**Selena:** Okay. Let me **take a minute** to **sum up**. We've discussed a lot of things so far.

Firstly, Jordan shared the good news and the bad news.

Secondly, we discussed how to manage more projects.

Finally, we decided to work **extra** hours and get paid overtime.

**Ms. Chen:** Perfectly clear!



Let's check the learning goals!



*Selena will summarize what was talked about in the meeting.*



## **1. Summing up a Meeting With Concluding Expressions**

**Selena:** Okay. **Let me take a minute to sum up.** We've discussed a lot of things so far.

**Firstly,** Jordan shared the good news and the bad news.

**Secondly,** we discussed how to manage more projects.

**Finally,** we decided to work extra hours and get paid overtime.

**Ms. Chen:** Perfectly clear!



## **2. Summing up a Meeting With Sequencing Words**

### ∴ Summing up a Meeting With Concluding Expressions

- To sum up, let me run through what we have agreed/ discussed here.
- All things considered, we decided to...

Example sentences:

- All things considered, we decided to reduce the budget.
- To sum up, we talked about the progress of the employees.
- To conclude, all things discussed relate to employees' motivation.

#### How to start a conclusion:

- To sum up,
- In summary,
- In conclusion,
- In a nutshell,
- All in all,

*How do you sum up a meeting?*



# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Summing up a Meeting With Sequencing Words

- **Firstly, let me ...**
- **Secondly, let's talk about ...**
- **Finally, ...**

Example sentences:

- Firstly, let me ask you a question.
- Secondly, let's talk about these points.
- Finally, these objectives must be realized at the end of your report.

### Other Sequencers:

- **Beginning**  
First of all / In the beginning
- **Middle**  
Furthermore / After that /  
Later / In Addition
- **Ending**  
By the end / Afterward /  
By this point / Eventually

*Why is summarizing a meeting important?*

# Semi-open Dialogue

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

**Scenario:** One of your teammates did not attend the morning meeting.

**Give him/ her a brief summary of the meeting.**



**∴ You can refer to the following key expressions:**

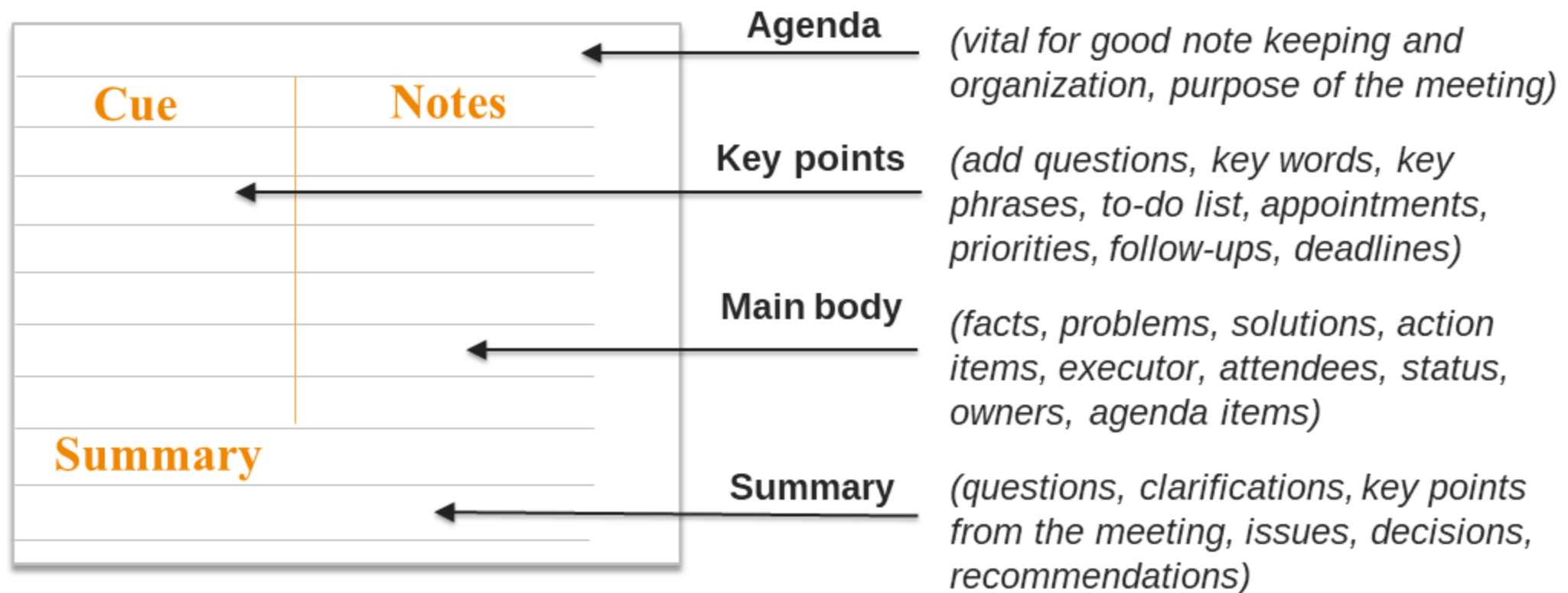
- To sum up, let me run through what we've agreed/ discussed here.
- All things considered, we decided to...
- To confirm what we have discussed today, ...
- Let's review what we have decided today, firstly...



Learn about a famous note-taking method.

## ∴ The Cornell Note-Taking System

*It was introduced and developed by Walter Pauk, an education professor at Cornell University.*



Which part of Cornell Method is the most important? Why do you think so?

# Overview

## Key words and expressions:

*take a minute/ sum up/ extra*

*To sum up, let me run through what we've agreed/  
discussed here.*

*All things considered, we decided to...*

*To confirm what we have discussed today,...  
Let's review what we have decided today, firstly...*

