

A background image showing a group of people's hands stacked together in a gesture of teamwork or agreement. The hands are of different skin tones, and some are wearing watches. The image is partially covered by a yellow and blue geometric overlay.

NEW BUSINESS ENGLISH 5

Lesson 24

Arranging a Meeting



LEARNING GOALS

- ◆ Arranging a Meeting
- ◆ Ending an Email: Sign-offs



What would you say?

Scenario: You are going to send an email to remind your teammates about the weekly meeting schedule. How would you end your email?



— ×

To: teammate1@miw.com;teammate2@miw.com;teammate3@miw.com

Subject: Weekly Team Meeting on Friday

Dear Team,

I'd like to remind you of our weekly meeting scheduled for this Friday, March 4th. Please prepare to share some updates on your projects.

 Send

Business Email

- ▶ Bruce Fisher writes an email to all his colleagues.



To: linalin@miw.com ; candaceparker@miw.com ; robertphillips@miw.com

Subject: Meeting on Ad Materials

Hi Teammates,

In order to discuss the materials needed in printing the new ads, a meeting has been scheduled.

Below you will find the agenda for our meeting:

1. Determine the type and quantity of materials
2. Work out the budget
3. Discuss further issues

I am looking forward to seeing you at the meeting hall, at 2 pm sharp this Wednesday. Hoping for everyone's attendance and cooperation at this upcoming meeting.

Have a nice day!

Bruce Fisher



Send

Key Vocabulary

Learn the new words and answer the questions.



hall

(n.) a large room for meetings or other events

e.g. The company meeting **hall** has an exceptional design.



sharp

(adv.) exactly (and precisely) at the time named

e.g. They will have a meeting at 9:00 a.m. **sharp**.



attendance

(n.) state of being present at a place or event

e.g. The board meeting has complete **attendance**.

Read and answer the questions.



Bruce Fisher writes an email to all his colleagues.

Hi Teammates,

In order to discuss the materials needed in printing the new ads, a meeting has been scheduled.

Below you will find the agenda for our meeting:

1. Determine the type and quantity of materials
2. Work out the budget
3. Discuss further issues

I am looking forward to seeing you at the meeting **hall**, at 2 pm **sharp** this Wednesday. Hoping for everyone's **attendance** and cooperation at this upcoming meeting.

Have a nice day!

Bruce Fisher

Let's check the learning goals!



Bruce Fisher writes an email to all his colleagues.

Hi Teammates,

In order to discuss the materials needed in printing the new ads, a meeting has been scheduled.

Below you will find the agenda for our meeting:

1. Determine the type and quantity of materials
2. Work out the budget
3. Discuss further issues

I am looking forward to seeing you at the meeting hall, at 2 pm sharp this Wednesday.
Hoping for everyone's attendance and cooperation at this upcoming meeting.

Have a nice day!

Bruce Fisher



1. Arranging a Meeting



2. Ending an Email: Sign-offs

Learning Goals

Learn the key expressions and sentence structures.

∴ Arranging a Meeting

- In order to **(purpose)**, a meeting has been scheduled.
I am looking forward to seeing you at **(location)** at **(time)** on **(date)**.
- On **(date)** at **(time)**, we will be meeting at the **(location)** for a presentation about **(topic)**.
- We will be discussing **(topic)** during our next meeting which will take place on the **(date)**, at **(time)** at **(location)**.

Example body:

- We will be discussing the materials needed for printing during our next meeting which will take place on the 23rd of June, at exactly 3 pm in the meeting hall.

When arranging a meeting make sure to include:

- Meeting Purpose/ Topic
- Date (Month/ Day)
- Time (AM/ PM)
- Place/ Location



1. Have you ever tried arranging a meeting?
2. How did you do it?

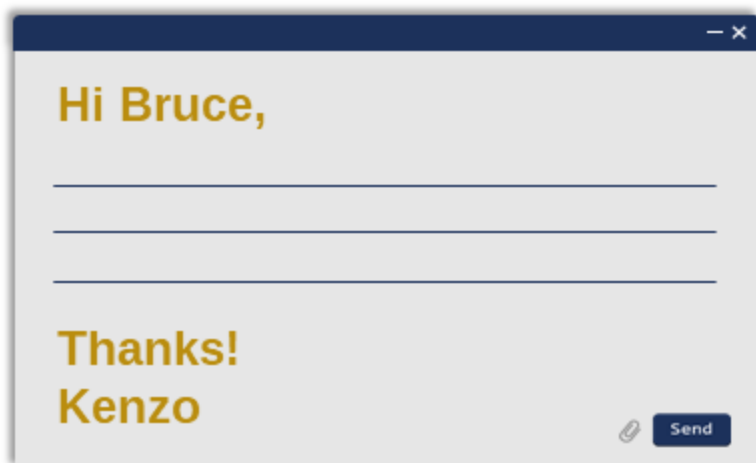
Learning Goals

Learn the key expressions.

∴ Ending an Email: Sign-offs

INFORMAL

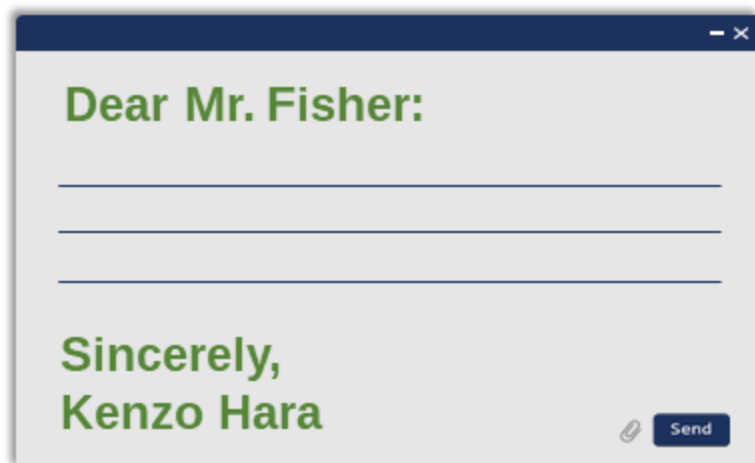
If you are addressing the recipient by **his/ her first name**, in most cases you can end the email with just **your first name**.



A screenshot of an email client window. The header bar is dark blue with a close button (X) on the right. The main content area is light gray. It shows an email address field with the text "Hi Bruce," followed by three horizontal lines for a message body. At the bottom left, it says "Thanks!" and "Kenzo" in a bold, orange font. At the bottom right, there is a small paperclip icon and a dark blue "Send" button.

FORMAL

If you are addressing the recipient by **his/ her last name**, it is usually preferable to close your email with **your full name**.



A screenshot of an email client window. The header bar is dark blue with a close button (X) on the right. The main content area is light gray. It shows an email address field with the text "Dear Mr. Fisher:" followed by three horizontal lines for a message body. At the bottom left, it says "Sincerely," and "Kenzo Hara" in a bold, green font. At the bottom right, there is a small paperclip icon and a dark blue "Send" button.

Learning Goals

Learn the key expressions.

∴ Ending an Email: Sign-offs

INFORMAL

[Colleagues]

- Thanks
- Cheers
- Yours
- Regards
- See you
- See you around
- Have a nice day
- Talk to you later

FORMAL

[Employee to Boss/ Clients]

- Sincerely
- Yours truly
- Best regards
- Respectfully
- Appreciatively
- Yours sincerely
- Sincerely yours
- Most sincerely



1. Who do you usually send emails to?
2. How do you usually end your emails?

Writing Practice

Write a draft email.

Scenario: You have some questions regarding your client's preferences for their billboard advertisement. Arrange a meeting with your client via email and end your email appropriately.

Arranging
a Meeting

①

To: john.doe@email.com

Subject: Billboard Size

Dear Mr. Doe:

I am looking forward to seeing you soon.

Sign-off

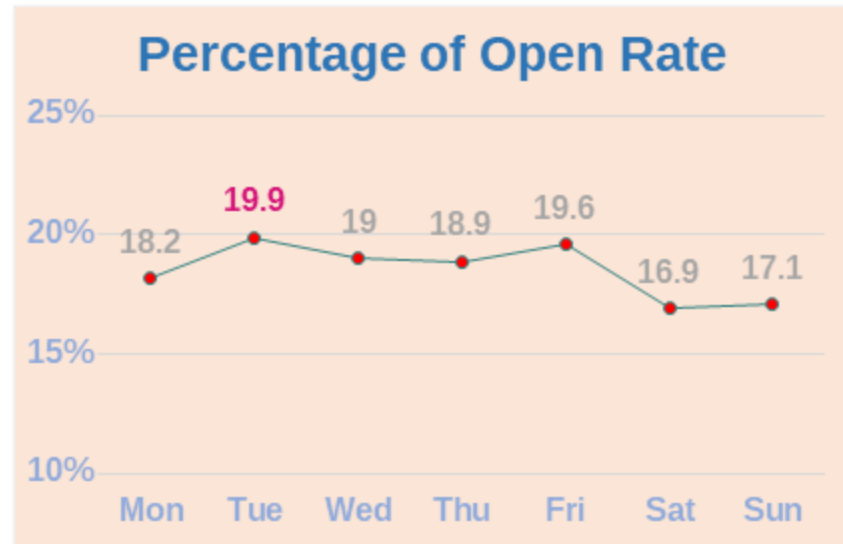
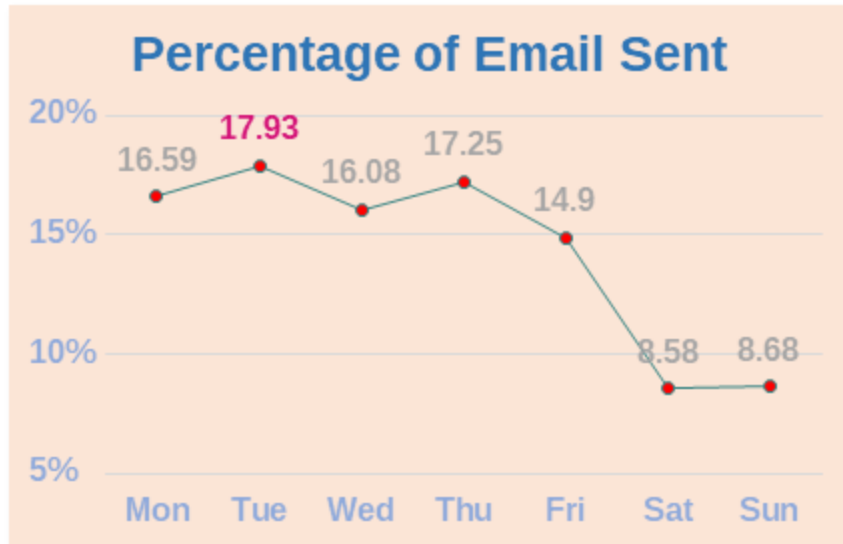
②



Learn some interesting information about the emails.

When is the best day to send an email?

According to the **GetResponse** study, Tuesday has the highest open rate and is the most popular day to send emails.



What days do you usually open and send emails?

Overview

Keywords and expressions:

hall/ sharp/ attendance

- In order to (purpose), a meeting has been scheduled.
I am looking forward to seeing you at (location) at (time) on (date).
- On (date) at (time), we will be meeting at the (location) for a presentation about (topic).
- We will be discussing (topic) during our next meeting which will take place on the (date), at (time) at (location).
- Thanks/ Cheers/ Yours
- Sincerely/ Yours truly/ Respectfully

*Made by Leras
Proofread by Keanu*

