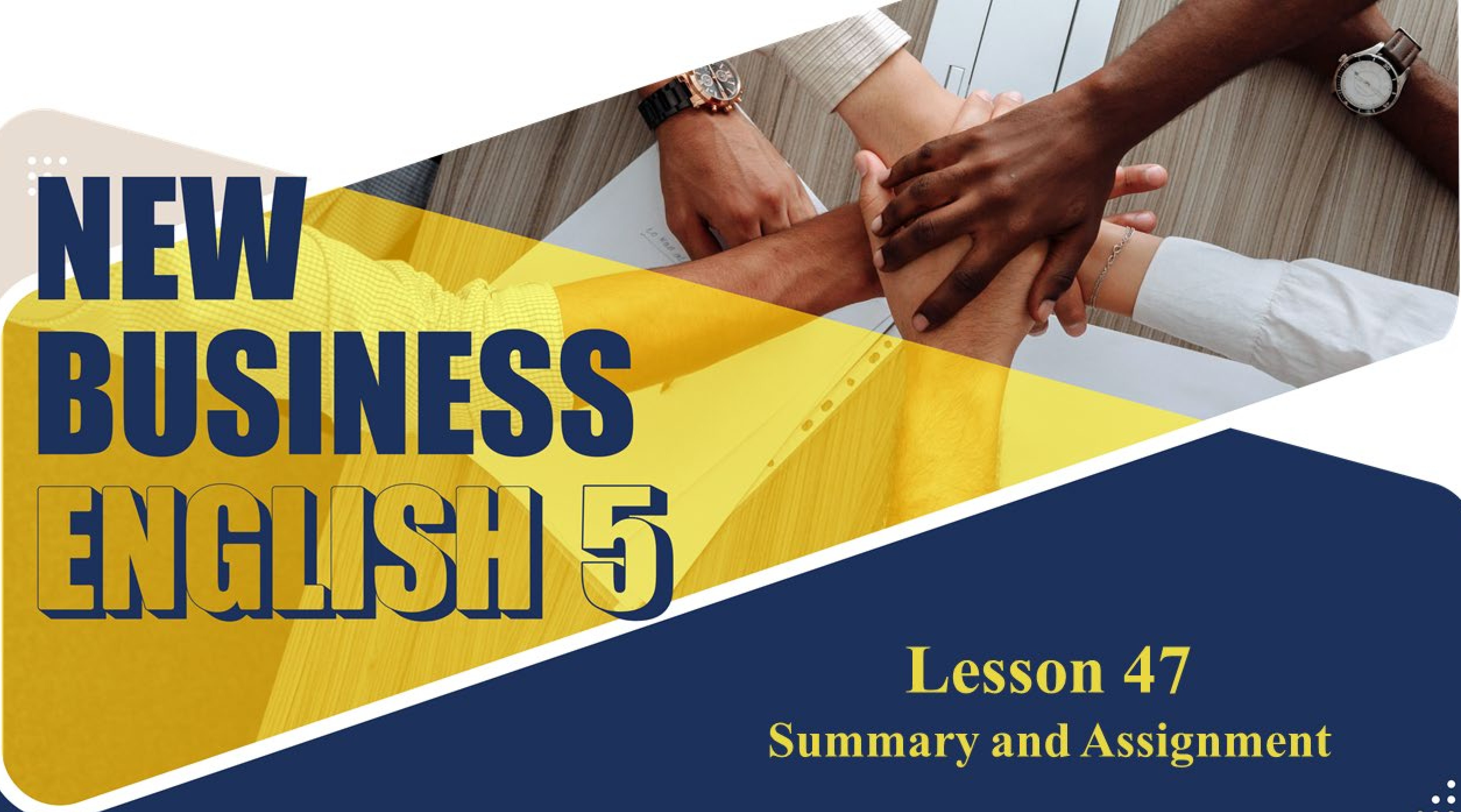


NEW BUSINESS ENGLISH 5

Lesson 47

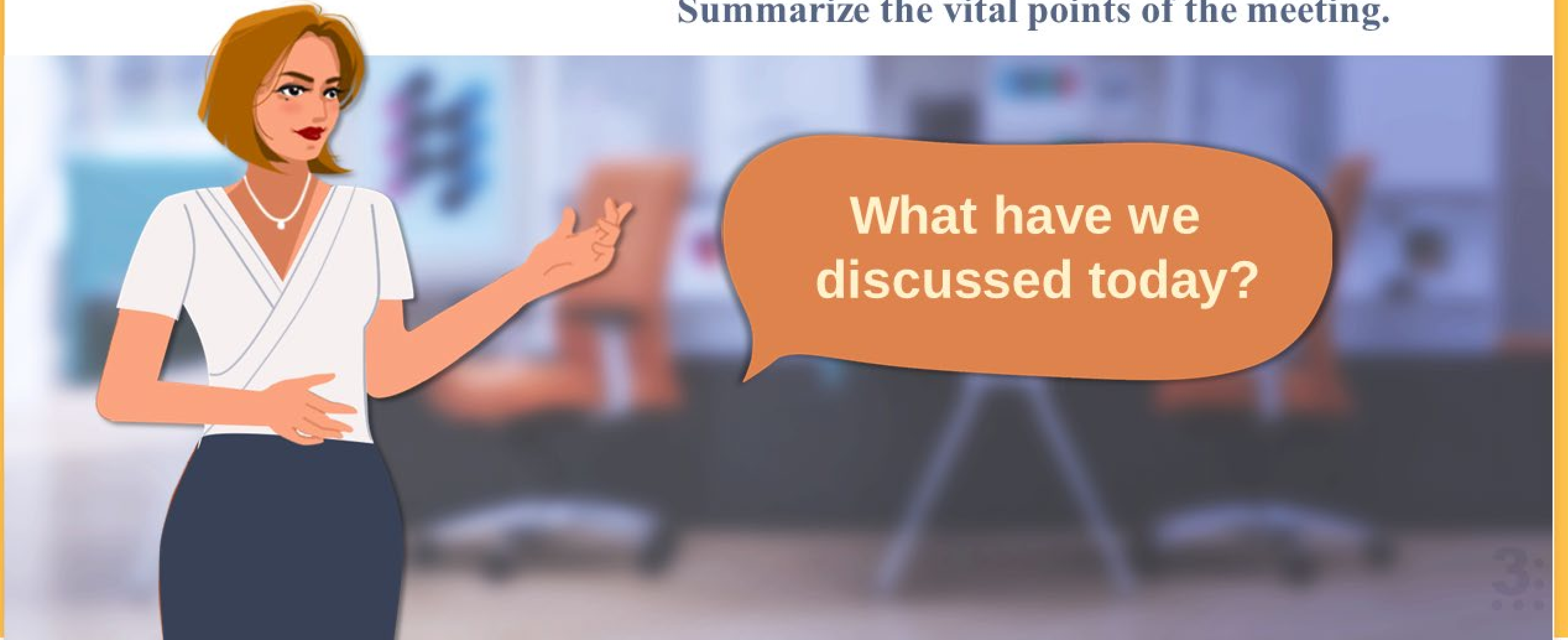
Summary and Assignment

LEARNING
GOALS

- Giving a Summary
- Assigning a Task & Asking for Updates on Tasks
- Taking on a Task Actively

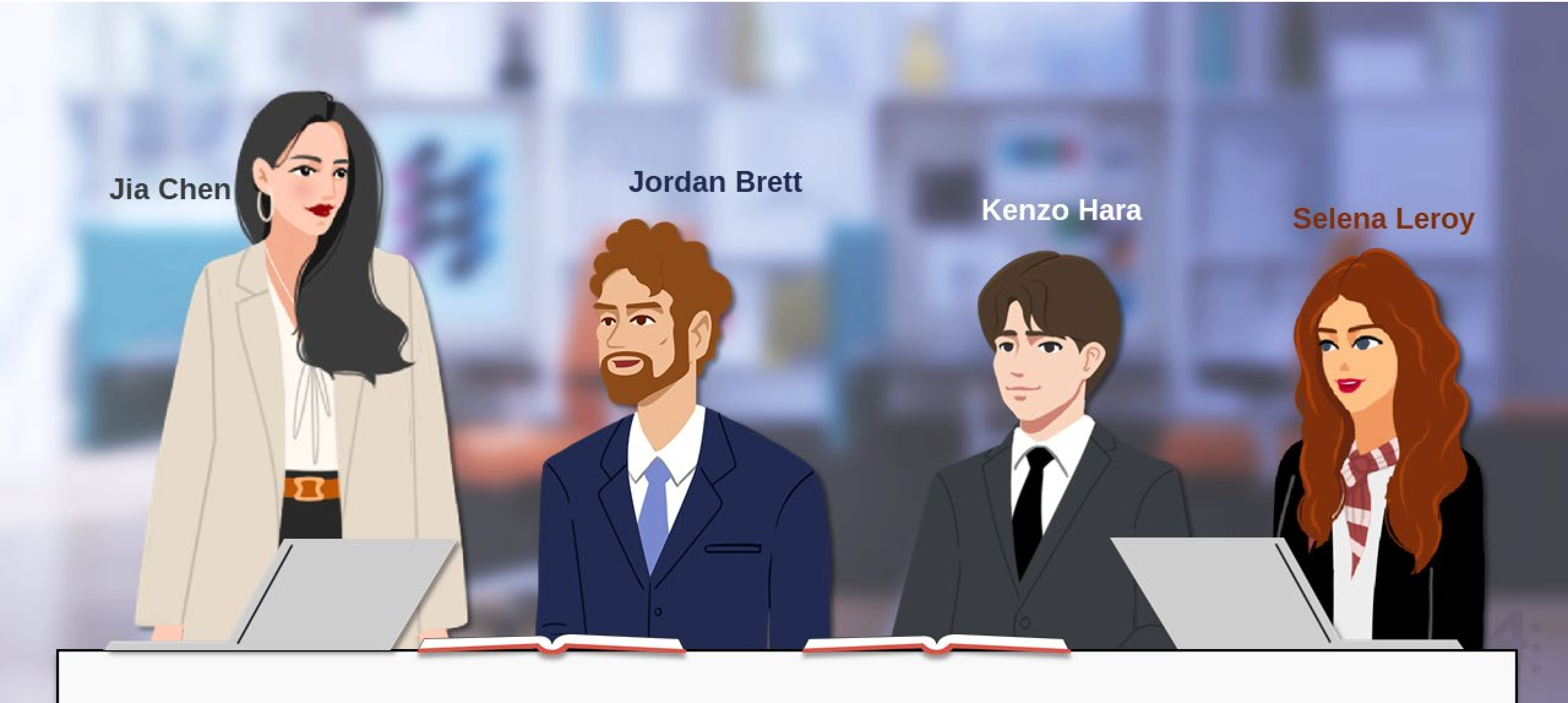
What would you say?

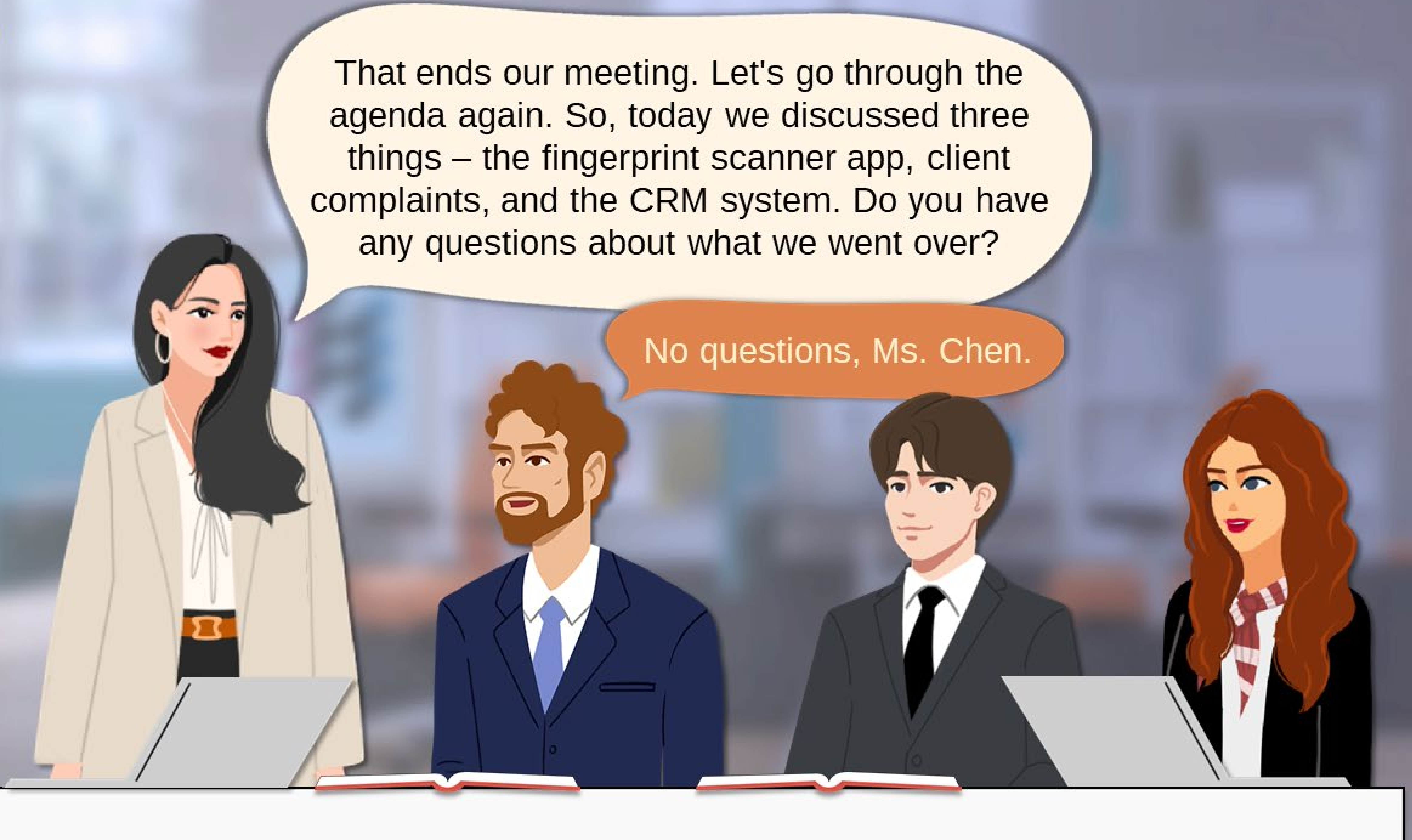
Scenario: Imagine yourself closing the meeting.
Summarize the vital points of the meeting.

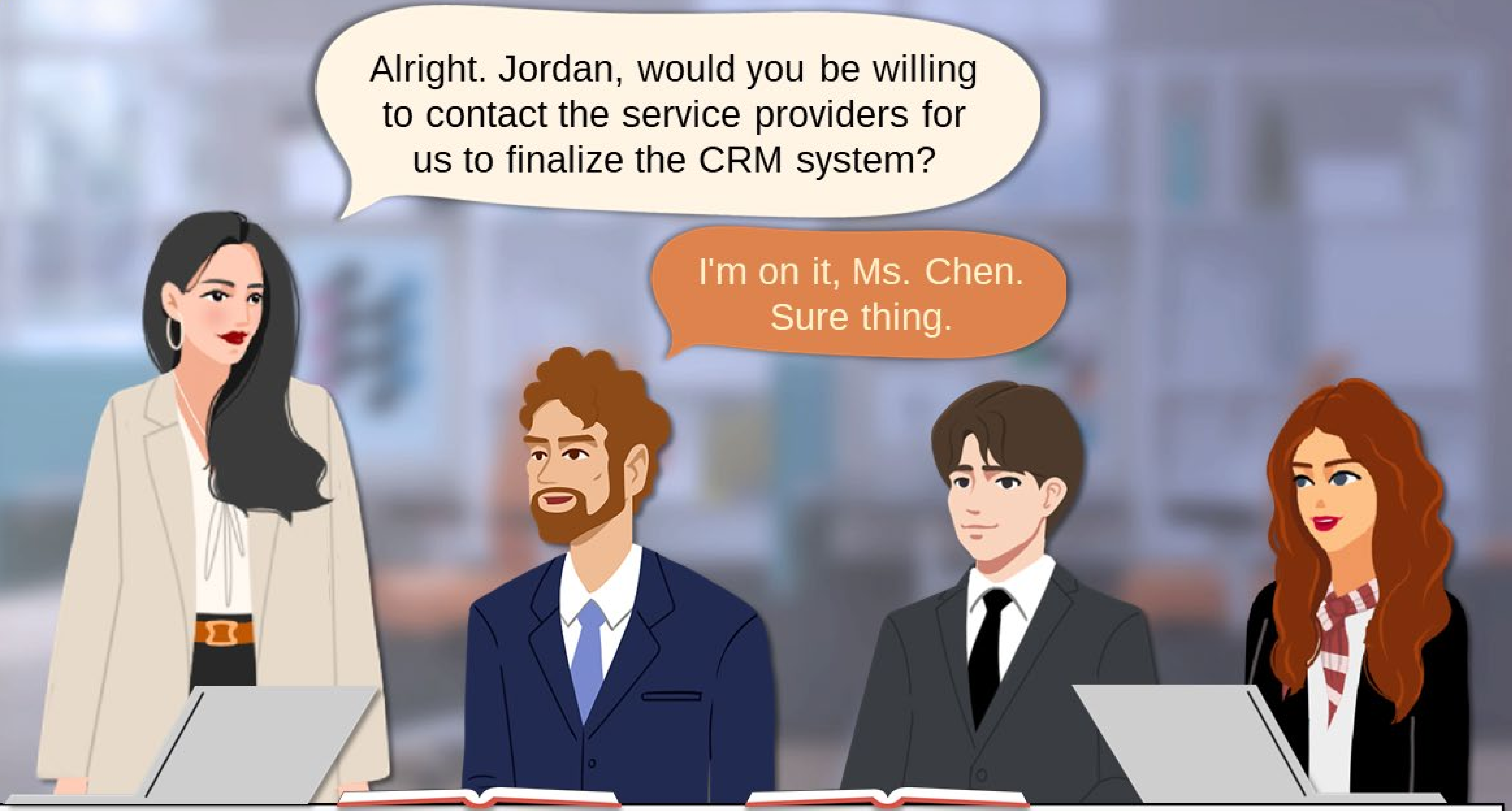

What have we discussed today?

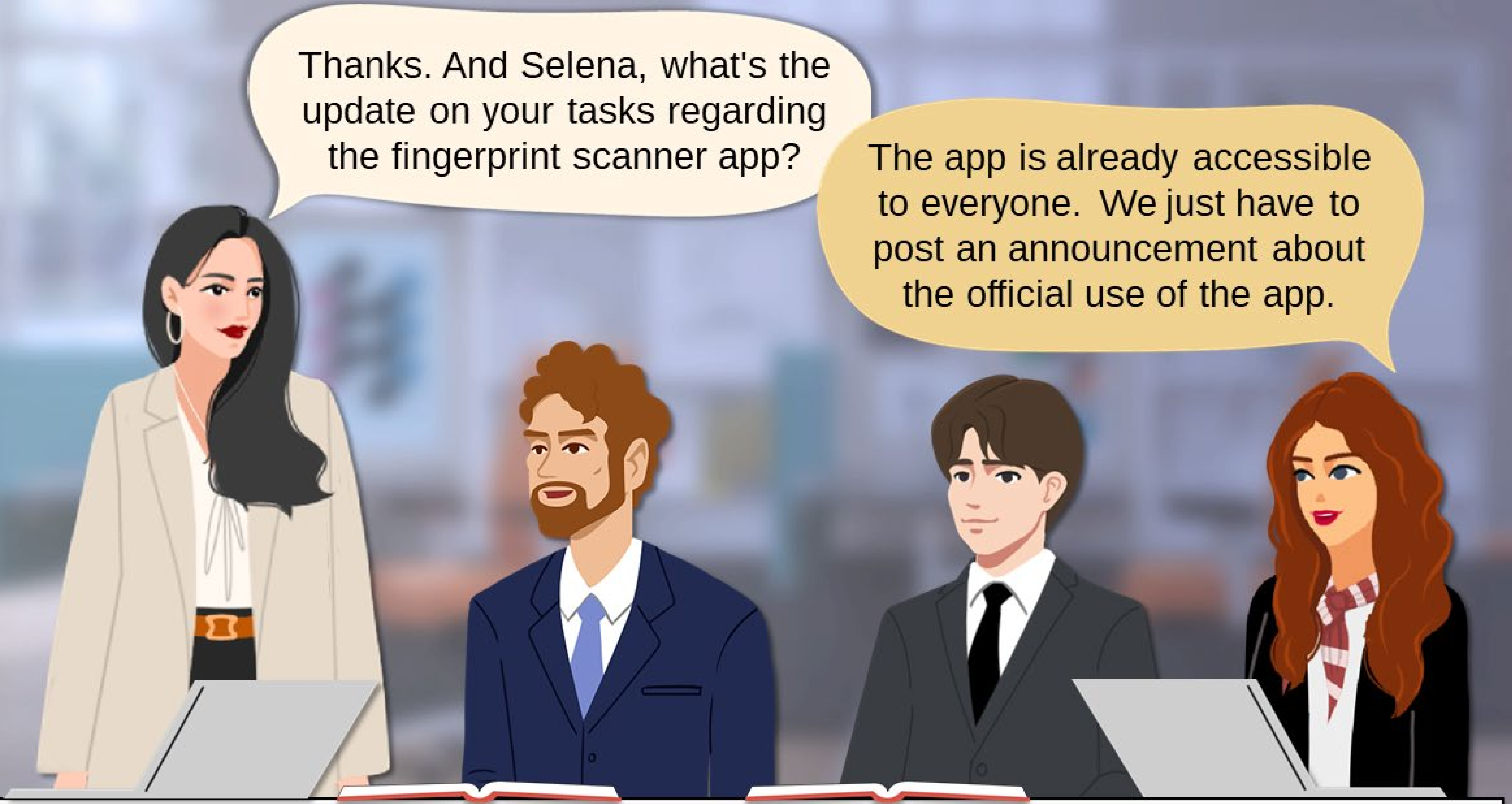
Situational Dialogue

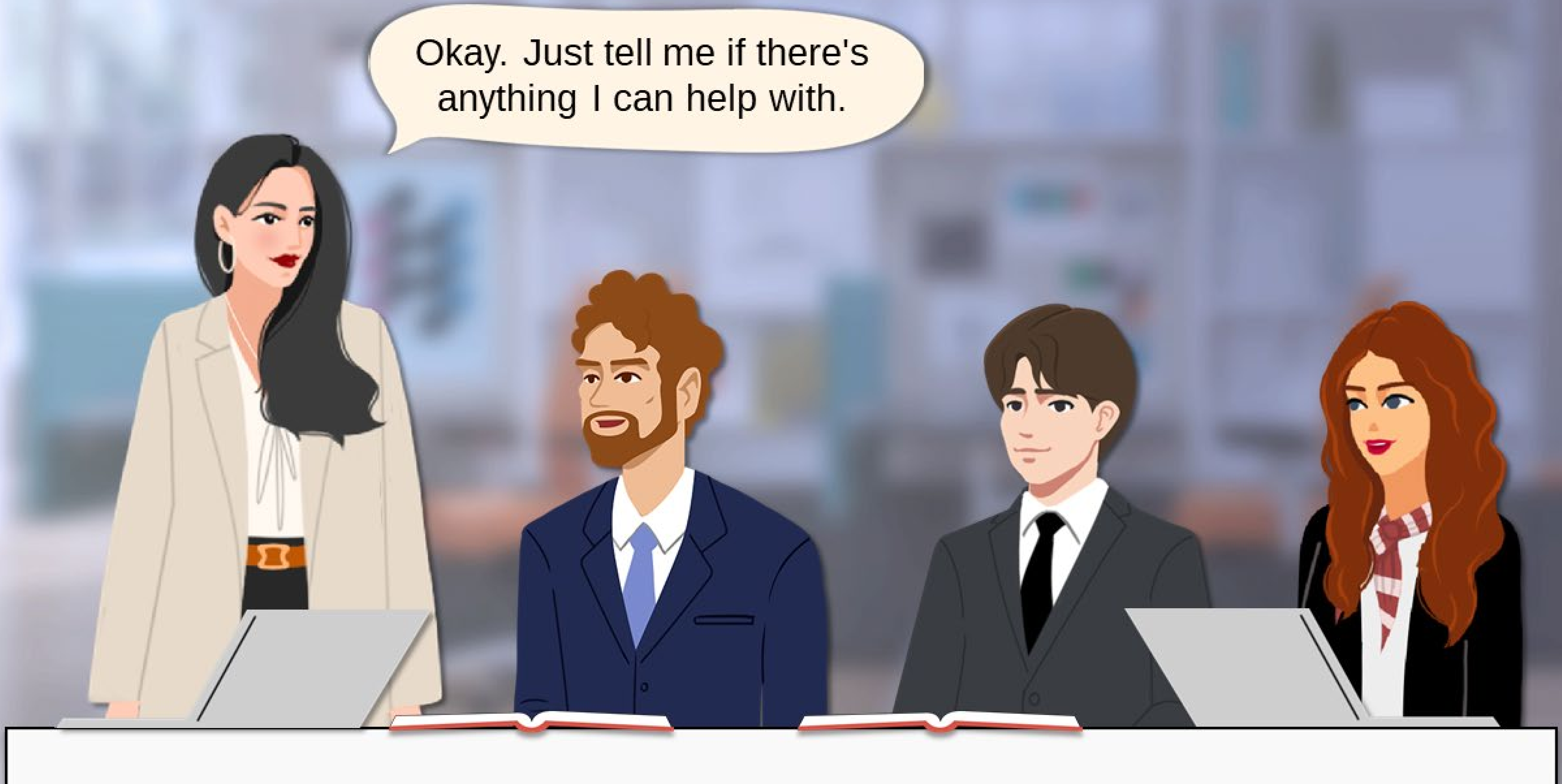
Ms. Chen wraps up the meeting and assigns tasks to team members.


Jia Chen
Jordan Brett
Kenzo Hara
Selena Leroy


That ends our meeting. Let's go through the agenda again. So, today we discussed three things – the fingerprint scanner app, client complaints, and the CRM system. Do you have any questions about what we went over?
No questions, Ms. Chen.


Alright. Jordan, would you be willing to contact the service providers for us to finalize the CRM system?
I'm on it, Ms. Chen. Sure thing.


Thanks. And Selena, what's the update on your tasks regarding the fingerprint scanner app?
The app is already accessible to everyone. We just have to post an announcement about the official use of the app.


Okay. Just tell me if there's anything I can help with.

Key Vocabulary

Learn the new words and answer the questions.

finalize

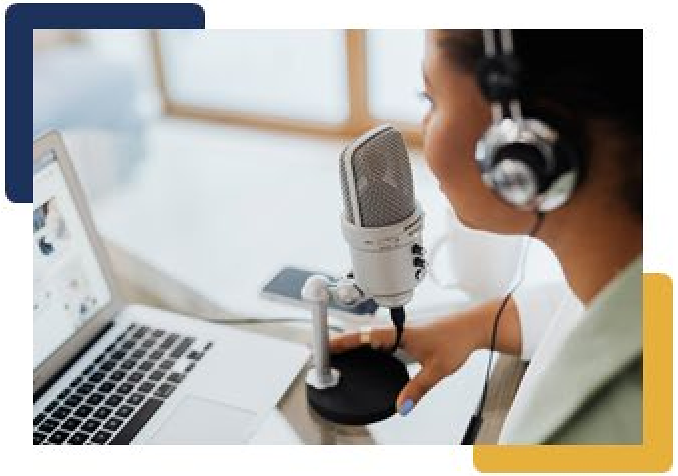
(v.) to make a final and certain decision about a plan, date, etc.

e.g. We need to finalize some items first before we make it official.

accessible

(adj.) able to be reached or easily get or use

e.g. The website he developed is now accessible to everyone.



announcement

(n.) a public notification or official declaration

e.g. We have to wait for the official announcement before we begin using it.

Dialogue Review

Have a role play and answer the questions.

Ms. Chen wraps up the meeting and assigns tasks to team members.

Ms. Chen: That ends our meeting. Let's go through the agenda again. So, today we discussed three things – the fingerprint scanner app, client complaints, and the CRM system. Do you have any questions about what we went over?

Jordan: No questions, Ms. Chen.

Ms. Chen: Alright. Jordan, would you be willing to contact the service providers for us to **finalize** the CRM system?

Jordan: I'm on it, Ms. Chen. Sure thing.

Ms. Chen: Thanks. And Selena, what's the update on your tasks regarding the fingerprint scanner app?

Selena: The app is already **accessible** to everyone. We just have to post an **announcement** about the official use of the app.

Ms. Chen: Okay. Just tell me if there's anything I can help with.

Learning Goals

Let’s check the learning goal!

Ms. Chen wraps up the meeting and assigns tasks to team members.

Ms. Chen: That ends our meeting. Let's go through the agenda again. So, today we discussed three things – the fingerprint scanner app, client complaints, and the CRM system. Do you have any questions about what we went over?

Jordan: No questions, Ms. Chen.

1. Giving a Summary

2. Assigning Tasks/ Asking for Updates on Tasks

Ms. Chen: Alright. Jordan, would you be willing to contact the service providers for us to finalize the CRM system?

Jordan: I'm on it, Ms. Chen. Sure thing.

3. Taking on a Task Actively

Ms. Chen: Thanks. And Selena, what's the update on your tasks regarding the fingerprint scanner app?

Selena: The app is already accessible to everyone. We just have to post an announcement about the official use of the app.

Ms. Chen: Okay. Just tell me if there's anything I can help with.

Learning Goals

Learn the key expressions and sentence structures.

Giving a Summary

- **Let's go through + (noun) again.**
- **Let me give you a summary of what we've been talking about over the last + (time duration)**
- **Today, we've discussed + (noun) …**

Example Sentences:

- Let's go through our meeting agenda again.
- Let me give you a summary of what we've been talking about over the last two hours.
- Today, we've discussed strategies to attract potential buyers.

How to write a meeting summary:

1. take detailed notes
2. highlight key decisions
3. assign actions items
4. share meeting notes
5. attach documents
6. include reminders

Why is it important to give a summary at the end of a meeting?

Learning Goals

Learn the key expressions and sentence structures.

.:: Assigning a Task & Asking for Updates on Tasks

- **Would you mind + (task)?**
- **Would it be possible for you to + (task)?**
- **How is + (task) going?**
- **What's the update on + (task) …?**

Example Sentences:

- Would you mind calling the customer?
- What's the update on the request?
- Would it be possible for you to call Jeff regarding our request?

How to request or ask for a task:

"I've finished all my projects/ tasks for the day. Is there something I can take on or someone I could help with their work?

What kind of tasks are usually assigned to you?

Learning Goals

Learn the key expressions and sentence structures.

.:: Taking On a Task Actively

- ➢ **I'm on it. Sure thing!**
- ➢ **Leave it to me!**
- ➢ **Consider it done!**

Example Sentences:

- I'm on this task. Sure thing!
- Leave this project to me, Mr. Beck.
- Consider it done, Sir. Don't worry.
- No worries, Ms. Lee. Consider it done!

Here are some expressions in accepting tasks:

- No worries.
- I'll take care of that.
- I'll have it done by today.
- I'll get right on it.
- I'll get it done soon.

Are you always willing to accept tasks?

Semi-open Dialogue

Have a role play.

Scenario: Recall the most recent meeting you had at work. Assume you are the presider and summarize the main points of the meeting. Assign some tasks to your colleagues and ask for updates on previous tasks.

.:: You can refer to the following expressions:

- Let's go through + (noun) again.
- Today, we've discussed + (noun)
- Would you mind + (noun)?
- Would it be possible for you to + (task)?
- What's the update on + (task) …?

Learn how to make meetings more effective.

4 Ways to Have More Effective Meetings

01

Set an Agenda

"Type a memo for the meeting ahead of time and mail it to all relevant people."

02

Have 4-7 People Only

"Limit the headcount to only those who can make necessary contributions."

03

Save Updates for Email

"Don't exhaust your team members with too many meetings. Make use of emails."

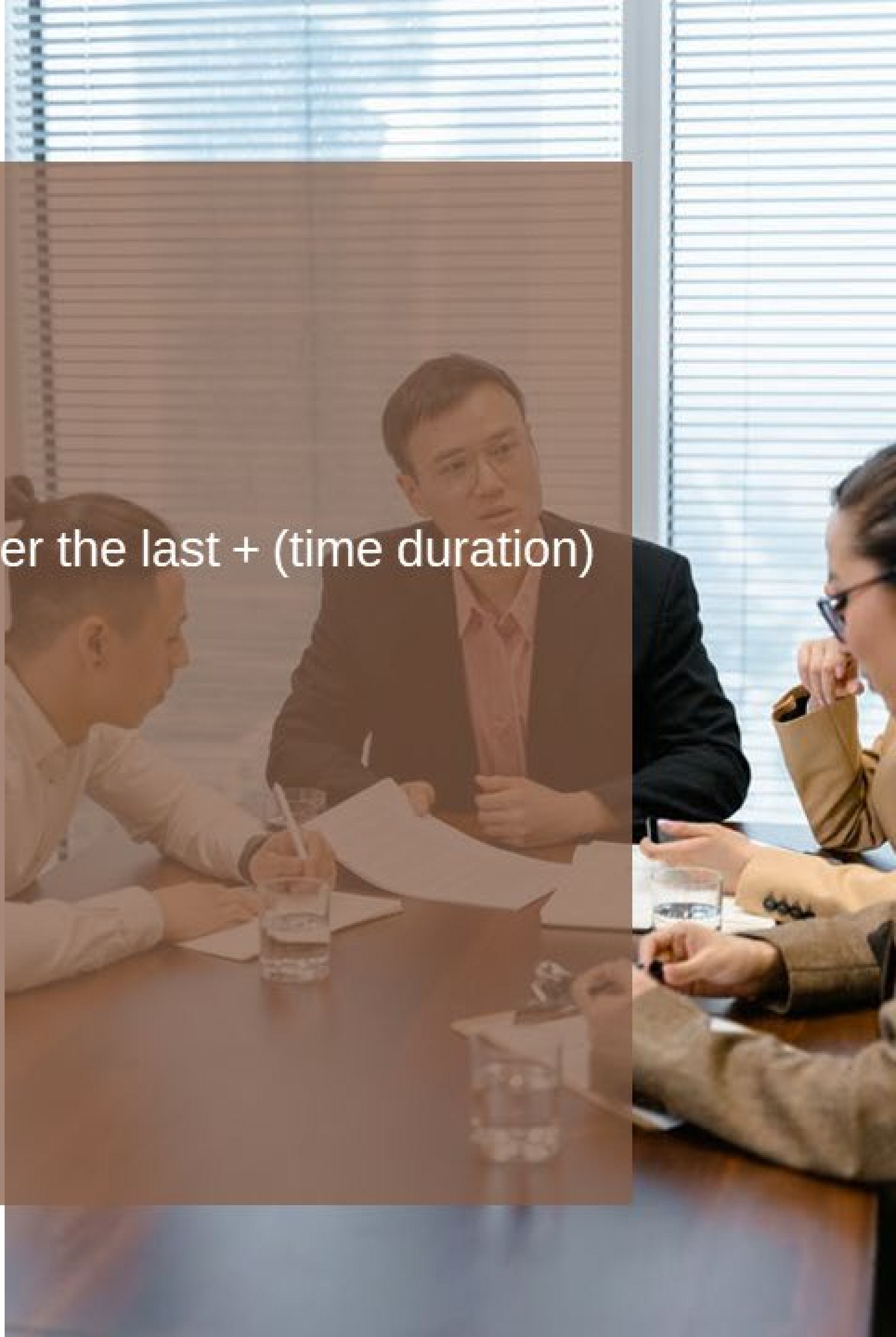
04

Save the last 10 minutes

"Make sure to allocate some time for a recap to confirm everyone's understanding."

How would you define an effective meeting?

Overview



Keywords and expressions:

finalize/ accessible/ announcement

Let's go through + (noun) again.

Let me give you a summary of what we've been talking about over the last + (time duration)
Today, we've discussed + (noun) …

Would you mind + (noun)?

Would it be possible for you to + (verb)?
How is + (noun) going?
What's the update on + (noun) …?

I'm on it. Sure thing!

Leave it to me!
Consider it done!

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