

5 Meetings: Agenda Setting

Missing Words

Below is the script for the two audio clips on *Talking Business: Meetings: Agenda Setting*. A total of seven words are missing from the scripts. Try to add the missing words, then listen and check.

Clip 1:

Sarah: Right then, Alex, let's get down___ business. On the ___ today for our public relations meeting are the research project, the launch of the website, the timeline for press releases, and the secretary of the year award. Are you quite happy___ those points?

Alex: Yeah, that's fine. If you could go _____ them in order, that'd be great.

Clip 2:

Alex: Okay everybody, thanks for coming. Let's keep this meeting fairly_____, really just a couple of things on the agenda. First of_____, as you can see, the news on the book re-launch; and secondly, the office move; and finally, we'll have a little ___ of time for any other business.

Interruptions Game:

Work in small groups. One student speaks for three minutes on a subject of his/her choice. Other students must interrupt him/her as many times as possible, using the language from in the *Interruptions* section (the language from this section is copied below). After three minutes, another member of the group speaks, and the rest of the group interrupts him / her.

Language for interruptions:

First of all...

Sorry to hold the meeting up...

Can I just ask you...?

I do feel quite strongly that...

I don't think we've got any choice at all...

Any other thoughts?

Meetings: Agreement / Disagreement

Agreement / Disagreement Game:

Work in small groups. Choose a subject for a meeting, then spend a few minutes thinking about what you will say during the meeting. All the members of the group will take part in the meeting except one, who will be the 'referee'. The referee's job is to count how many times the others CORRECTLY use the language. The meeting is also a competition - at the end of the meeting, the referee will add up the scores and see which student is the winner.

