

OXFORD Business English

# English for Meetings

Kenneth Thomson

EXPRESS SERIES



OXFORD

Includes MultiROM

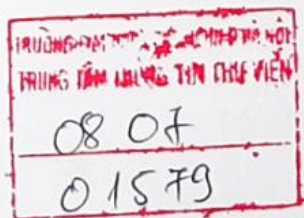


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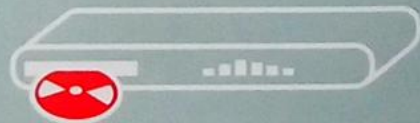
### MultiROM

**English for Meetings** is accompanied by a MultiROM which  
has a number of features.

**Interactive exercises** to practise useful phrases, vocabulary,  
and communication through your computer.

**Listening extracts.** These are in enhanced audio format that  
can be played on a conventional CD-player or through the  
audio player on your computer.

If you have any problems, please check the technical support  
section of the readme file on the MultiROM.



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## About the book

Participating in a meeting is a real challenge for non-native speakers and can cause a certain amount of anxiety. When are you allowed to make a contribution and how do you word it properly? When is the right time to ask questions and what happens if you actually have to run the meeting? And what about writing up the minutes?

**English for Meetings** presents all the speaking skills that you need in order to participate in a meeting with confidence. This compact, but comprehensive course contains the expressions needed in typical everyday business meetings – from informal chats to formal meetings. **English for Meetings** presents the vocabulary and expressions in such a way that you can learn them easily and use them immediately.

**English for Meetings** consists of six units, which present different areas that you might come across in a meeting. Unit 1 deals with how to arrange a meeting and also includes expressions needed when postponing a meeting. Following this, other important topics are presented, for example, the use of small talk at the beginning of a meeting, how a meeting starts, how to express your opinion, and how to interrupt. **English for Meetings** includes useful expressions for people chairing the meeting, as well as for the other participants. You can also find out how to draw up an agenda and write the minutes for both formal and informal meetings.

Every unit begins with a **Starter** – this is a warmer exercise where you can discuss your personal experiences and thoughts on the unit topic. The main section of the unit consists of listening comprehension exercises, authentic materials, and exercises that enable you to practise using the language of the unit. There are speaking activities at various points throughout the units, where you can practise the relevant expressions. At the end of each unit is the **Output**, where you will find reading texts on various related topics, for example, video-conferences. The book ends with a fun **Test yourself!** crossword to recycle and consolidate the vocabulary and expressions you have learnt in the book.

You will find the answers to all exercises in the **Answer key** at the back of the book, along with the **Partner Files**, the **Transcripts** of the listening extracts, and the **A-Z word list**. The **Useful phrases and vocabulary** section includes all the essential phrases, organized thematically; you can use this to prepare for an important meeting quickly and efficiently.

The **MultiROM** contains all the **Listening extracts** from the book. These can be played through the audio player on your computer, or through a conventional CD-player. In order to give yourself extra listening practice, listen to it in your car or copy to your MP3-player. The **Interactive exercises** let you review your learning by doing **Useful phrases, Vocabulary, and Communication** exercises on your computer; this will be particularly valuable if you are using the book for self-study.

# 1 Could we meet next week?

## STARTER

Work with a partner. Match the different types of meeting (1–6) with the definitions (a–f).



- People who work in the same department have this type of meeting regularly.
- This is a meeting of a company's most senior managers.
- If you need new ideas, you have this type of meeting.
- This is a meeting for a company's investors.
- At this type of meeting, you talk about what has been accomplished on a project.
- This type of meeting is held at the beginning of a project.

Now ask your partner the questions below and make a note of the answers. Then tell the class what you have found out.

- How often do you have meetings in English? Which of the meetings above do you attend? What other types of meeting do you have?
- Are your meetings with colleagues from your company or with contacts from other companies (customers, suppliers, clients, ...)?



## 1 Listen to the two telephone dialogues and complete the table.

	Dialogue 1	Dialogue 2
a	What will the meeting be about?	
b	When will the meeting take place?	
c	How long will the meeting last?	

AUDIO



## 2 Listen again and complete the sentences from the dialogues.

### Call 1

- 1 Could we \_\_\_\_\_ a time to meet next week?
- 2 How \_\_\_\_\_ Monday at nine?
- 3 Sorry, I can't \_\_\_\_\_ it then.
- 4 How \_\_\_\_\_ sometime after lunch?
- 5 Should we \_\_\_\_\_ for the whole afternoon?
- 6 Let's leave the length of the meeting \_\_\_\_\_ for now.
- 7 So, I'll \_\_\_\_\_ you on Monday at two.

### Call 2

- 8 \_\_\_\_\_ we could meet and go over the details \_\_\_\_\_?
- 9 What time \_\_\_\_\_ you \_\_\_\_\_ in mind?
- 10 Would half past five \_\_\_\_\_ you?
- 11 I'm \_\_\_\_\_ I have another appointment then.
- 12 Well, I'll see you \_\_\_\_\_ Monday \_\_\_\_\_ 7.30, then.
- 13 I look \_\_\_\_\_ to meeting you then.

### Which sentences (1-13) can be used:

- a to arrange a meeting? \_\_\_\_\_
- b to discuss the length of a meeting? \_\_\_\_\_
- c to arrange the time of a meeting? \_\_\_\_\_
- d to say that a suggested time for a meeting is not convenient? \_\_\_\_\_
- e to confirm the time of a meeting? \_\_\_\_\_



## 3 Put the words in the right order to make typical sentences for making arrangements.

- 1 let's soon meeting a sometime have  
*Let's have a meeting sometime soon.*
- 2 like to you when meet would ?  
\_\_\_\_\_
- 3 at Thursday how 11.30 about morning ?  
\_\_\_\_\_
- 4 would for next be Tuesday you how ?  
\_\_\_\_\_
- 5 fine would yes, that be  
\_\_\_\_\_
- 6 to forward you I look then meeting  
\_\_\_\_\_

**4 Work with two partners to arrange a suitable time to meet. First look at the Useful Phrases on this page. Then look at your diary and the instructions in the Partner Files.**

**PARTNER FILES**

Partner A File 13, p. 59  
 Partner B File 1, p. 56  
 Partner C File 20, p. 61

**USEFUL PHRASES**

**Asking for a meeting**

Could we schedule a time to meet next week?  
 I'd like to schedule a meeting as soon as possible.  
 Can we meet and go over this together?  
 Perhaps we could meet and go over the details in person?

**Suggesting a meeting time**

How about Monday at nine?  
 How about sometime after lunch?  
 Could we meet next week?  
 Can I suggest 7.30 on Thursday evening?  
 Would half past five suit you?

**Saying that you aren't able to attend**

Sorry, I can't make it then.  
 I'm afraid I have another appointment then.  
 I'm a bit tied up then. How about another time?

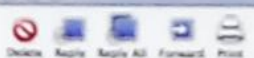
**Saying that you can attend**

Sounds good.  
 Yes, that works for me.  
 Yes, that would be fine.

**Confirming the day and time**

See you on Monday at seven.  
 So, I look forward to seeing you on Tuesday at four.

**5 Read these two emails confirming meetings. Which email is formal and which is informal?**


  
**To:** [ian.sweeney@dbd.com](mailto:ian.sweeney@dbd.com)  
**From:** [mark.peters@dbd.com](mailto:mark.peters@dbd.com)  
**Subject:** Meeting to discuss contract changes  
**Attachments:** May23\_Points\_to\_Discuss.doc

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Hi Ian,

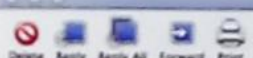
It was nice to speak to you today. Thanks for agreeing to meet with me. Just to confirm the date and time of our meeting: Monday 23 May at 2 p.m. My PA will let you know which meeting room we'll be using later in the week.

I'm attaching a list of points to discuss. Give me a call if you have any questions before the meeting.

Looking forward to seeing you on Monday.

Regards,

Mark


  
**To:** [armitage@fisher-grp.co.uk](mailto:armitage@fisher-grp.co.uk)  
**From:** [caroline@rainbow-search.com](mailto:caroline@rainbow-search.com)  
**Subject:** Meeting

---

Dear Mr Armitage

It was a pleasure to speak to you today. I'd like to take this opportunity to thank you for agreeing to meet with me next week.

I would also like to confirm the date and time of our meeting: 7.30 p.m. on Monday, 8 September in Rainbow Executive Search's offices at 11 Great Russell Street, London WC1.

Should you have any questions in advance of our meeting, please do not hesitate to get in touch with me.

I very much look forward to meeting you next Monday.

Yours sincerely

Caroline Jones

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 F: +44 (0)30 4454 3680  
 email: [caroline@rainbow-search.co.uk](mailto:caroline@rainbow-search.co.uk)  
[www.rainbow-search.co.uk](http://www.rainbow-search.co.uk)