EASY ACCESS ENGLISH
MAGIC MEETINGS !

First let's look over some expressions you should be using in meetings :

Expressions for meetings :

Good afternoon
it's nice to speak to you again
I'd like to start by saying
I will be talking about three major points
the key points to cover are
I would like to stress that
I'd like to point out
I think we should go over
overview
to add
in brief
furthermore
I'd like to emphasize the importance of
Besides
In conclusion
Let me sum up
That covers what I wanted to say
Feel free to ask any questions
I'd be glad to answer any questions
Thanks for listening
As I said earlier
That's a very good question

Expressions for Presenting Your Work.



- I would like to point out the ….
- I want to draw your attention particularly to….
- In this area we have tried to…
- I feel that this is a particular strong point.
- I am happy with the progress we are making in this area.
- I am concerned with….
- There are issues to reslove with
- The major problems with have encountered are…
- The main problem with this is that…

Expressions for Justifying your decisions

- Our main aim was to….
- We made the decision to ….
- Our priority is to…..
- We needed to work around….
- We decided to place the emphasis on…
- We have decided to prioritize
- We made the decision not to do that because…

Expressions for Answering Questions

- Yes that's an interesting quetion because….
- Absolutely….
- Indeed….
- Well I'm not sure that I can answer that yet because…

EASY ACCESS ENGLISH

ACTIVITIES

1. **Now read the article paying particular attention to your pronunciation, stress and intonation.**

2. **Now you will simulate a meeting. The aim of the meeting is to propose a change in the style of future meetings. Start by introducing your idea and then tell your colleagues what you have decided, why and ask for their questions. Then answer their questions about 'Stand Up Meetings' and make a decision together.**

3. **Next you will talk about your latest work project as if you were in a meeting. Explain the key points, propose solutions and answer any questions.**

4. **At the end of this activitiy we will run through some corrections.**

STAND UP MEETINGS ARTICLE

When your calendar is so filled with meetings that you can't find time to get real work done, do you sometimes think that you could accomplish just as much in half the time?

What about meetings that you know are needed? Information needs to be shared, action items need to be assigned. Email won't work, because there's too much of a chance for misunderstanding and you need face to face discussion.

Try the stand up meeting.

Its very name conveys a message that no one is going to come in and settle into a comfortable position for this meeting. Stand up meetings are perfect for regular status updates and efficient assignment of work activities.

Here are some considerations that will help you hold effective and efficient stand up meetings:

Ideally, hold the meeting in an open area with no tables or chairs. Lobbies, vacant offices, an open corner are all good candidates. If you have to use a conference room, push the table and chairs against the wall and don't let anyone sit down.

Think drill sergeant. This is not a role for the timid. You need someone who will start the meeting on time, even if no one is there! He or she needs to work the agenda rigidly, cut off discussion and send it offline when needed, clearly outline the action items and end on time. Keep it very crisp. Total agenda time should not exceed 15 minutes. Status updates should be limited to 5 minutes. Don't be afraid to have 2 minute items if that's all that's needed. Cover the open items from last meeting. Are they closed? If not, carry them forward with clear owners.

Don't provide coffee or heaven forbid, food. You can even go one step further and not allow people to bring their own. That will make everyone focus on getting done.

Now when you read all this it sounds harsh, but that's nor the case. When you value other people's time they will be appreciative. That is exactly what you are doing here. Run a stand up meeting well, and people will know they can show up, get up to speed, be confident they know who is working on what, and get back to work.