Confident Meetings.



EAE Learning objectives for this lesson

B1/B2 Review and practice question forms. Discuss your experience of meetings. Learn and practice new expressions for meetings. Reading comprehension. Simulate work related meetings. At the end of the lesson - feel more at ease in a meeting.

Activity One – Answer the questions.



- ☑ How often do you participate in meetings?
- ☑ How often do you organise meetings?
- ☑ What are the meetings about?
- ☑ How often are they in English?
- ☑ When they are in English what are they about?
- ☑ Do you feel confident in your English meetings, why/why not?

Activity Two – Confident – Read the Article and answer the comprehension questions which follow.

Develop the confidence to speak up at meetings

Are you generally quiet at meetings?

Do you tend to observe what's going on, but hesitate to get involved?

I bet you've gone through the following scenario a hundred times:

There you are in the meeting, listening attentively trying so desperately to contribute to the conversations that are taking place.

Sometimes you're not even listening at all because you are too busy thinking of what you could possibly say! The person with the biggest mouth is having his or her say; the same old people are talking.

Then "POW! ZAP!" you have a great idea or have a really valuable thing to say but you don't say it!

You're too scared. You are frightened that the idea is going to be rubbish or that it is too obvious.You decide to say nothing!

Then, all of a sudden, as if someone has read your mind, another person comes out with exactly what you were thinking and takes all kinds of credit for it!

"That could and should have been me!" you think and then your confidence takes a massive blow.

I heard a great quote that went:

"It's better to say nothing and let people think you are stupid rather than open your mouth and remove any doubt"

The first thing you should think to yourself is that you are at the meeting for a reason.That reason is to take in information as well as to share information yourself.

Reasons why you can and should confidently speak up at meetings.

Let me give you some reasons why you can, and should speak up at meetings:

The team needs you…every individual on a team has a role to play, something to contribute.Your opinion is as important as anyone else's.

If you are communicating regularly with the team it will help you to get your message across and encourage feedback if you discus things in a meeting situation.

Your relationship with other team members will improve if they learn to respect your opinion.

The facilitator/chairperson might be battling with whether or not to invite you into the conversation…let her know you're present and paying attention

It's good for your career

Source - www.confidenceworld.com

Questions:

1. Why do some people decide to say nothing in meetings?
2. What emotions can they experience?
3. Which reasons for speaking up at a meeting are given in the article?
4. What type of a verb in 'speak up' and what does it mean?
5. Have you ever experienced a situation like the one described?

Activity Three - Question Forms in English - Review.

Yes/No questions

- *Is he a manager? Yes he is.*
- *Can you finish that report? No, I can't.*
- *Have you got a computer? Yes I have.*

To form **yes/no questions** where there is an auxiliary verb or a modal verb, we invert the word order of a positive sentence. (*He is a teacher > Is he a teacher?*)

- Do you eat pork? No I don't.
- Does she know you?. Yes she does.

When there is no auxiliary verb we use '*do*' to form the question.

With question words

The same rules apply when there is a question word (*'what', 'where', 'when', 'why', 'who', 'which', 'how', 'how much', 'how many'*)

- *Where is the report?*
- *What can you contribute?*
- *Who has just arrived?*

Where there is an auxiliary or modal verb, that verb is used to form the question.

- *How did you get here?*
- *When does your manager get back?*
- *How much does it cost?*

Where there is no auxiliary verb, we use *do*.

Subject/Object questions



Sometimes you might see questions like this.

- *Who broke the photocopier?*
- *What happened next?*
- *Who told you that?*

There is no auxiliary verb and the word order is not inverted.

These are called **subject questions** – because the question word is the **subject** of the sentence.

Look at these two questions.

- *Who does Romeo love? Romeo loves Juliet.*
- *Who loves Romeo? Juliet loves Romeo.*

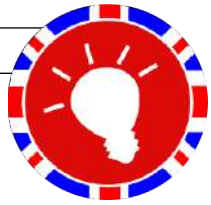
In the first question, Romeo is the **subject** of the verb.
In the second question 'who' is the **subject** and Romeo is the **object**.

Activity Four – Practice asking questions.

Make the following statements into questions.

1. There is a meeting scheduled for next week with the three project leaders.
2. We really need to have a meeting to discuss the deadlines for the project.
3. We have set guidelines for all operatives.
4. We must specify a completion date for each milestone in the project.
5. I never see Andrew in the office these days.
6. I feel that we are spending more and more time in meetings.
7. The photocopier has ink in it.
8. The coffee machine is broken.

Activity Five – Express Yourself. Here is a list of useful expressions for meetings. Read them out loud.



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 addressing an issue



- I would like to point out the ….
- We need to take immediate action about…
- There is a major issue with…
- We have encountered a lot of problems with..
- I want to draw your attention particularly to….
- I am concerned with….
- There are issues to resolve 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…

Activity Six – I'm In a Meeting.

1. Simulate a telephone meeting where you have to present yourself ar introduce your latest project to someone who is new to it.

2. Imagine that you are in a meeting with a supplier. Ask some questions about the product and guarantees offered.

3. Ask a colleague some questions about their part of the project you are working on together.

4. Simulate a meeting where you have to introduce yourself and introduce the reason for the meeting, to colleagues in your team, and the background of a new project.

5. Explain a new procedure you have put into place. Explain also which parts of the procedure and particularly important and why and which parts there are often mistakes or problems with.

At the end of this activity we will run through some corrections.

