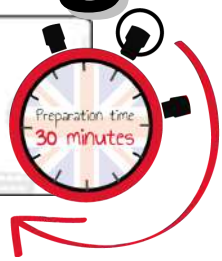
Organising a meeting

EAE Learning objectives for this lesson

Expressions for planning, booking and when in meetings.
Practice telling the time.



Activity one: **Questions**

1. How often do you have meetings in your company?
2. What tend to be the topics of discussion?
3. Do you personally organise the meetings or do you just attend?
4. Talk a little bit about the last meeting you had. Was it in English? Was it successful in your opinion?
5. Is there a difference between France and other countries in the way that meetings are organised and carried out?

Activity two: **Expressions**

Read the expressions and then improvise some dialogues with your teacher using an expression from each category. Be creative



Planning a meeting
Is that a convenient time for you?
What time would suit you?
Would that time work for you?
How about…?
What do you think about doing it at…?
Can you make it for….?
Will you be able to come?
Will you be present?

Booking a room
Is it possible to reserve this room...?
Will the conference room be available at…?
Which is the best room to use for a small/large meeting?
Could you tell me which rooms would be free tomorrow at…?

Explaining the objectives
We have set the agenda.
We would like you to contribute…
We are planning to discuss..
The meeting will be in two parts…
That's not on the agenda.

Organizing the details
We have reserved the boardroom.
The meeting will take place in room two.
We will meet in the main hall for coffee.
We will be in meeting room three.

Interrupting someone during the meeting
I'm sorry but I don't agree / I'm sorry but I disagree
I beg to differ
Excuse me, if I could just interject
That's a good point, but on the other hand…
I don't agree 100%

Other things to sort out
Please bring your computer.
We will provide refreshments.
Lunch will be provided.
A light lunch will be provided.
We will be eating lunch together near the venue.
We need an overhead projector.
Please take notes.

Planning what time it will be over
We will try to start and finish on time.
We are aiming to wrap things up by five.
There will be time for questions, but we need to be concise.



Activity three: **Dialogues**

Read the dialogues with your teacher - fill in the gaps with your own ideas

Dialogue 1

Obama: Hello, can I book a room for ____ people at _____ on _____

Congress: Hmm, that could be tricky. What is the purpose of your meeting?

Obama: To discuss the impeachment of Donald Trump

Congress: Ok, very good and what is the estimated duration of the meeting?

Obama: About _____

Congress: Ok, I think we have a room available. Do you need any devices for the meeting?

Obama: Yes, we need _____

Congress: Ok and how would you like us to prepare the room; seating-wise?

Obama: Well I think the best seating plan would be _____

Congress: Ok that's fine. Is there anything else you need?

Obama: Yes, is it possible to have _____

Dialogue 2

Boss: Good morning everybody. Thank you for joining me today to discuss _____.

Employee: Shouldn't we wait for everyone to be here?

Boss: No, _____

Employee: Ok, so what's on the agenda for the meeting?

Boss: Well, _____

Employee: So what would you like me to contribute?

Boss: I'm afraid we are also here to discuss terminating your employment, because

_____

Employee: But I am very diligent worker, I've never really put a foot wrong!

Boss: I don't agree 100%, recently it has come to light that you _____

Employee: Ok, sorry I need to step out to get a coffee and a cigarette, this is surprising news

Boss: Ok but please hurry back, we are a bit pressed for time. The meeting is scheduled to end at _____



Activity four: **Match the expressions with the definitions**

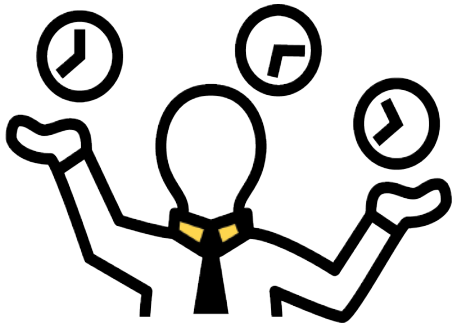
A lot to get through	to follow the agenda
Stick to the agenda	was mentioned
Tie up any loose ends	discuss all the points
Run over	investigate
Set aside	learned, discovered
Look into	allocated
Came up	resolve any remaining problems
Cover everything	many things to deal with
Found out	begin the meeting
Make a start	take longer than planned

Activity five: **Telling the time**

In English we write the 24 hour clock, but we don't say it like the 24 hour clock e.g. 20.00pm - in English we say 8pm (eight pm)

Examples:

13.15 - quarter PAST one
14.30 - half PAST two
15.45 - quarter TO four



Part 1

Can you write the rest?

16.35 -

17.00 -

18.20 -

09.10 -

11.45 -

Part 2

Talk about your routine, or daily activities, and talk about WHEN you do them

Part 3

Fill in the gaps with the correct WRITTEN version (not numerical) of the time

The meeting was supposed to start at 18.00pm, but it's been delayed an hour and fifteen minutes so now it will start at _____

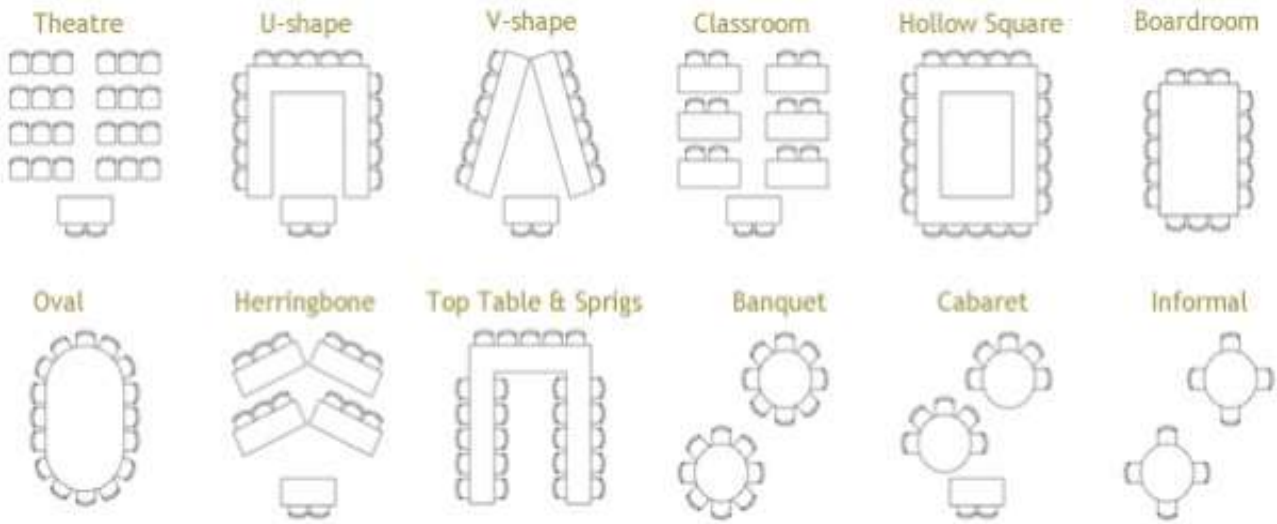
You're twenty minutes late to the meeting! It's 14.00pm. The meeting started at _____

We will have lunch at 12.00pm sharp. I scheduled the meeting half an hour later at _____.

That will give us time to eat

Activity six: **Seating plan / Table layout**

Look at each layout and explain what type of meeting it would be appropriate for
Also - what is the layout you use for your meetings and why?



Activity seven: **Roleplays**
Meeting scenarios (try and use the expressions from the previous activity)

1. You want to have a meeting to talk about how to bring your company into the 21st century, as you think it is a bit dated. You try to organise it with your boss, who is a bit resistant to the idea.

2. There has been an emergency and you have to reschedule a meeting with your disgruntled staff.

3. The meeting has overrun, so you need to interrupt as you have an important appointment with your hairdresser and you can't miss it.

4. The room you booked for the meeting has been double-booked, you need to find an alternative solution or convince the other party to let you have the room.

Activity eight: **Video**
https://www.youtube.com/watch?v=K7agjXFFQJU

Watch the funny video and answer the questions

1. What is the purpose of the meeting?
2. How long will the meeting last?
3. What are some of the different personalities in this group?
4. Can you relate to any of the people in the meeting? Which personality do you think you are?
5. Was there any vocabulary you didn't understand?

