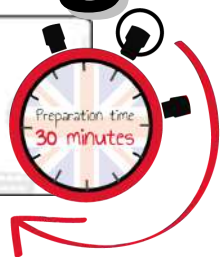
# Organising a meeting

**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 do you discuss in meetings?
3. Do you organise the meetings?
4. When was your last meeting? What was it about?

**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?

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%



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.

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 venu.
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. What is the purpose of your meeting?

**Obama**: To discuss the impeachment of Donald Trump

**Congress**: Ok, very good and how long will the meeting be?

**Obama**: About _____

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

**Obama**: Yes, we need _____

**Congress**: Ok that's fine!



**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**: Ok, sorry I need to step out to get a coffee and a cigarette.

**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 | discuss all the points |
| Found out | investigate |
| Look into | learned, discovered |
| Cover everything | begin the meeting |
| Make a start | many things to deal with |

**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 -

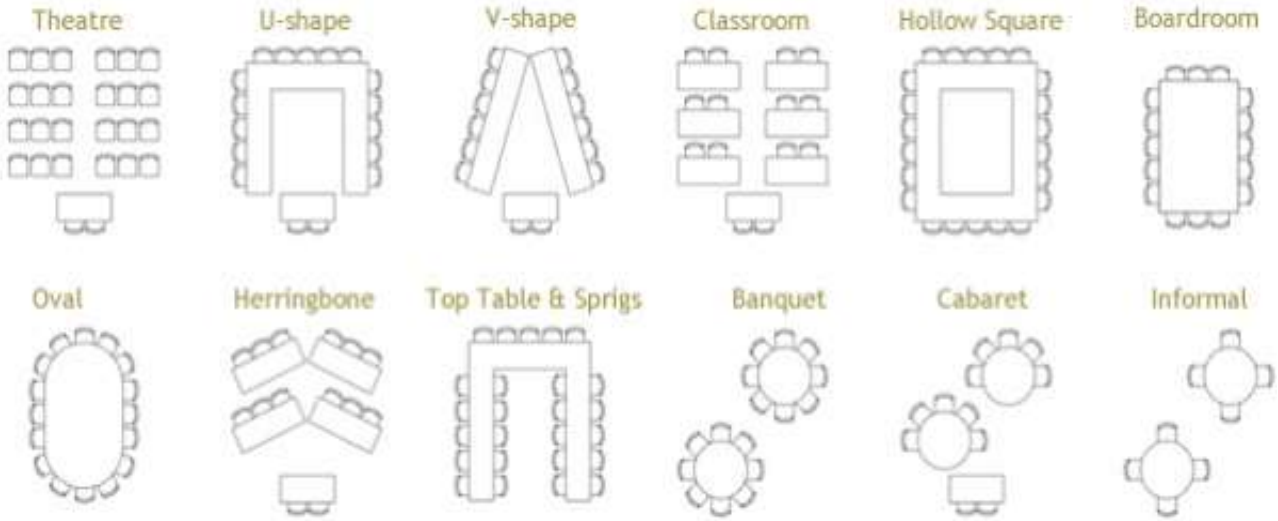
09.10 -

11.45 -

**Part 2**
Talk about your routine, or daily activities, and talk about WHEN you do them.

**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)*

There has been an emergency and you have to reschedule a meeting with your staff.
The room you booked for the meeting has been double-booked, you need to find an alternative solution

**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?

