Lesson Plan © Easy Access English

Meet me in the conference room



EAE Learning objectives for this lesson

Learn vocabulary for the equipment and expressions used in conferences. Learn and practice using simple linking words. Learn about the past simple tense and the future 'will' and 'going to' to talk about projections and projects

Introduction – **Questions and Answers**

With your partner or teacher, ask and answer the questions below

1. What conferences do you attend?
2. What does the room look like in a normal conference for you?
3. What do you need to take to a conference with you?
4. What do you normally discuss in your meetings?
5. Do you remember the most difficult meeting you had in the past?

Activity One – **Match up**

Match up the vocabulary with the correct image below

- Headset
- Television
- Speakerphone
- projector
- Sound system
- Wireless system













Activity Two – Expressions

Here are some expressions you could use in meetings. Read through them with your partner or teacher.

Expressions and vocab for meetings
Source: https://www.englishclub.com/business-english/meetings-vocabulary.htm

- **Adjourn** - close a meeting
- **Agenda** - list of objectives to cover in a meeting
- **AGM** - Annual (yearly) General Meeting
- **AOB** - Any Other Business (unspecified item on agenda)
- **Apologies** - item on agenda announcing people who are absent; apologies for absence
- **Board of directors** - group of elected members of an organization/company who meet to make decisions
- **Boardroom** - a large meeting room, often has one long table and many chairs
- **Brainstorm** - thinking to gather ideas
- **Casting vote** - deciding vote (usually by the chairman) when the votes are otherwise equal
- **Chairperson/chair** - the person who leads or presides at a meeting
- **Closing remarks** - last thoughts spoken in a meeting (i.e. reminders, thank yous)
- **Commence** - begin
- **Consensus** - general agreement
- **Grievance** - complaint
- **Minutes** - a written record of everything said at a meeting
- **Motion** - Proposal formally submitted to a meeting for discussion and possible adoption as a resolution
- **Objectives** - goals to accomplish during the meeting
- **Opening remarks** - chairperson or leader's first words at a meeting (i.e. welcome, introductions)
- **Show of hands** - raised hands to express an opinion in a vote
- **Unanimous** - in complete agreement; united in opinion
- **Wrap up** - finish

Activity Three – Gap fill

Fill in the gaps with the vocabulary from the previous activity

1. Who is going to take the _____ for the meeting and send it to everyone this aftenoon?
2. If you have a _____ then please talk to Human Resources
3. On the _____ today we are going to be talking about the new system in place
4. If we have _____ agreement on this point then we can move on
5. Please can I have a _____ of who will be present at the next meeting
6. On everyone is here, we can _____
7. Sophie sends her _____ for not being here at the meeting
8. Let's _____ some ideas together
9. The _____ for our meeting today is the Operations Director
10. Let's _____ the meeting and go for lunch now



Activity four – Past simple tense
Let's read about the past simple tense
The Past Simple Tense

With most verbs the past tense is formed by adding ed:
call >> called like >> liked want >> wanted work >> worked

But there are a lot of irregular past tenses in English. Here are some common examples:
be >> was / were do >> did go >> went have >> had make >> made

Summary:

Positive	Negative	Question
He spoke	He did not speak?	Did he speak?

We use the past simple to talk about:



Something that happened once in the past:

I met my boyfriend in 2018

We went to Africa for our honeymoon

They arrived very late last night

.....

Something that happened again and again in the past:

When I was a child I danced after school every evening

We sunbathed a lot while we were in Italy

They always loved staying with their grandparents

.....

Something that was true for some time in the past:

I taught English abroad for ten years

Emily hated being a student

She played a lot of badminton when she was a teenager

.....

We often use phrases with ago with the past simple:

I got my dog a long time ago



Activity five – **Gap fill**
Change the verbs in the sentences into the past simple tense

- Yesterday I (go) to a conference
- We (meet) each other yesterday
- I (plan) the conference for tomorrow
- I (see) him yesterday
- They (invite) the whole team to the meeting
- Last week we all (have) a conference about change
- On Monday I (attend) a great meeting about climate change

Activity Six – **Listening comprehension**
Listen to the first 1.35 minutes of this video and answer the comprehension questions below

https://www.youtube.com/watch?v=oPhKhTI0Lss

What equipment can you see in the room?

Why are they meeting?

Who is leading the meeting?

What is the first sentence he says to introduce the meeting?

What is item 4?

What time will Miss Rayass arrive?

What does he want to leave time for at the end?



Activity Seven – **Role plays**
With your partner or teacher, act out the following role plays

1. You present the agenda and objectives of the meeting to the people in the room
2. You book a meeting room and describe to the company what equipment you need
3. You speak about a meet you had last week and what equipment you didn't have but needed, and who wasn't there
4. You missed the meeting last week and discuss with your colleague who updates you on what happened

