MEET UP TALK THROUGH THINK OUT

EAE Learning objectives for this lesson

Learn more about phrasal verbs, Learn and practice expressions and vocabulary for meetings.

Activity One: Ask and answer with your teacher or partner.

1. Do you attend many meetings in your work?
2. What are those meetings about?
3. Do you have to prepare for the meetings?
4. Are the meetings in English sometimes?
5. Do you often contribute to or intervene in meetings?
6. Do you find most meetings useful?
7. Do you sometimes think you have too many meetings?
8. Do you find certain meetings motivational or inspiring? Which ones?



Activity Two: Read the article.

Don't let 'Phrasals' Phase you…

Are you a little frazzled by phrasal verbs? I'm dazzled by them myself. The opportuni
are endless! Almost infinite combinations of verbs and particles, prepositions or adve
language so varied and help us to say precisely what we mean!

As a student of English you could find them both frightening and fascinating too. They are highly idiomatic, many are non compositional and cannot be understood based on the meaning of the individual parts, they have to be understood as a whole, in context. They are unpredictable. So, typically English, they can inject character and authenticity to what we are saying.

If we look at the history of phrasal verbs, we can understand more about what makes then idiosyncratic and why they are idiomatic.

Old English didn't have many phrasal verbs, instead it had compound verbs.During the Old English period people would add prefixes or suffixes to create new more specific verbs.

The simple more direct daily words of every day speech were a kind of resistance against the French and Latin influences on the language. In this context more phrasal verbs were introduced.

Then later, In Early Modern English we invented more and more phrasal verbs. Shakespeare himself used hundreds in his plays. Over the years many of them lost their original meaning and became idiomatic; the meaning only makes sense now as a whole and does not seem logical.

So phrasal verbs are a typically English, informal way of speaking or writing. They really show our difference! Yes, I know, they are also very challenging for a student of our language as they can easily be confused for non phrasal verbs and all sorts of misunderstandings could follow…

Here's an example: I enjoy taking on new challenges? That means that I enjoy accepting, or starting, a task which is difficult.

What's your take on this new challenge? That means, what do you think about this new challenge. In one sentence the combined verb and preposition has a different meaning from the separate verb and preposition in the other sentence, however they are both written in exactly the same way. Only the context can show us the meaning.
So, what does this tell you? They are difficult to understand. You will need to adopt a strategy to avoid misunderstandings. Here's some advice:

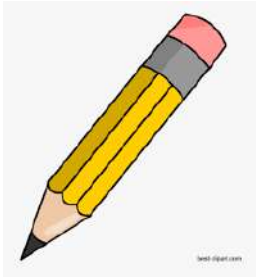
Look It Up
1/ If you find the meaning of a sentence confusing check to see if there could be a phrasal verb and look it up.
2/You should always study the context (using a good dictionary or a tool such as Linguee online for example.
Note It Down
3/ You should note down the phrasal verb in context and try to find other examples. Familiarize yourself with the way it is used. Next time you will recognize it. So keep a kind of phrasal verbs diary.
Figure It Out
4/ You cannot learn all phrasal verbs at once as there are thousands of them. Therefore it's essential to pay attention when you do read or hear one, to note it and try to understand what it means and how it is used.
Don't Freak Out!
5/ Don't get too carried away either, most non natives only use a limited number of phrasal verbs. The priority is to learn what they mean.This will come naturally to an extent and you can speed things along by following the advice above.
Get on with it!
Here are some examples of phrasal verbs which are commonly confused:

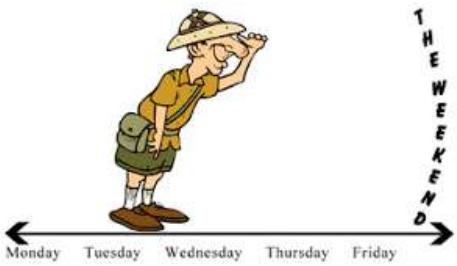
"get onto, get behind, take after, do up, get about, make over, have on". Why don't you start your new phrasal adventure here by figuring out what they mean? If you can find out in less than five minutes, I'll buy you a beer! (Of course I'm having you on about that last bit, sorry!).

Jeanette Franklin

Activity Three:Match the phrasal verbs to the images below.





Call Off, Figure out, Jot down, Run out of, Bring Forward, Look forward to, Go over, Hand Out

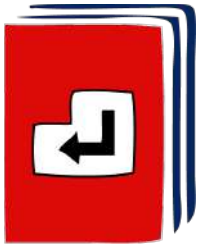
Activity Four: Now read the verbs with their definitions



Bring forward
To change the date or time of an event so that it happens earlier than planned.
Example: "The meeting has been brought forward to this Thursday instead of next week."

Call off
To decide that a planned event will not happen.
Example: "Today's meeting has been called off, and it will probably be rescheduled for next week."

Draw up
To prepare something official, for example, a contract, in writing.
Example: "Now that we have agreed on the details, I'll draw up the contract and send it to you tomorrow."



Wind up
To end something.
Example: "I'd like to wind up the meeting by 12 o'clock."

Look forward to (+ing)
To feel excited about something that is going to happen.
Example: "I look forward to seeing you all again next month for our follow-up meeting."

Jot down
To write something quickly on a piece of paper so that you remember it.
Example: "I jotted down most of the details from the meeting to help me relate it to the team."

Run out of
To say that there is not much time left or something has finished.
Example: "Unfortunately we have run out of time, so we'll have to leave steps 4 and 5 for the next meeting."

Deal with
To take action with something or a person.
Example: "Phil, do you mind dealing with this particular issue? And if you could get back to me by next week with the outcome, that'll be great."

To figure out
To be able to understand something or to solve a problem
Example: "Our objective for today is to figure out a solution for this supplier crisis we're going through."

To go over (something)
To repeat a series of things, or to think about them again in order to understand them completely.
Example: "Let's just go over this process again to make sure that we're all on the same page."

To hand out
To give something to a group of people.
Example: "Now I'm going to hand out the folders with all the information included."

Look into
To try to discover the facts about something.
Example: "John, I'd like you to look into this a bit further because I'm missing the whole story."

Activity Five: Dialogue Starters: Continue each of the dialogues between two colleagues.

A. "Hi Sue, we really need to deal with the budget. I'm concerned that we might be cutting it a bit fine and running out of time to go over things properly….."

B. "Hi Barry, I'm handing out these memos about recycling in the office. I've jotted down some ideas about how we can improve things around here……."

C. "Hello Graham. I hope I'm not disturbing you. I thought I'd come straight to your office to tell you that we have had to bring forward the board meeting to tomorrow morning, so we'll have to call off the training session we had planned. It's a shame because I was looking forward to seeing what you had prepared…."

Activity Six: "**I'm in a meeting**…." Dialogues…



Read the dialogue with a teacher or partner.

Tony: Good afternoon. Since everyone's here, let's get started!
Roger: Yes Tony, good call. We don't want to miss the Rugby match!
Everyone: hahahaha
Tony: Roger I'm sure you are joking, we won't be out of here until at least half eight! We've got lot's to deal with!
Roger: Oh, I thought we'd agreed to keep it brief today?
Tony: Roger, we know you are a keen Rugby fan but in all honestly, with everything we are going through I'm surprised you are talking about leaving before we've even started!
Everyone: Well yeah…
Tony: Anyway the sooner we get on with the meeting the earlier we'll be out of here!
Everyone: Yes!
Roger: OK.
Tony: So, we are here to discuss the reorganization of the team in view of Roger's imminent departure for Australia. I'd also like to draw up some initial plans for a new marketing strategy.
Roger: If you don't mind me interrupting again, could I suggest that we deal with the handover and then I will get off to the match and leave you to your marketing proposal?
Tony: I don't see any problem with that, does everyone agree?
Everyone: Yes.
Roger: OK, so Tony, let me talk you through the different tasks we need to delegate ownership to. First of all, I am currently overseeing a project with our Leeds office and someone will need to take over. Then there's the weekly meeting with our consultant over in Nottingham. I'm also managing an overseas project with the implementation of a new distributer in France. Do any of you speak French?
Tony: I think that Sue does. She's not here today so I'll take that up with her tomorrow. Does anyone have any specific questions?

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Using some of the following **expressions** continue the meeting dialogue as one of the following people, with your partner or teacher.

1. You are going to take over the Leeds project from Roger and you have some questions about what he has done so far.
2. You are interested in finding out more about Rogers next steps and you ask him, other people interrupt because they think it's not relevant to the meeting.
3. You are going to be taking over with the consultant and you ask Roger to explain his role.
4. You work in the marketing department and you outline the marketing strategy for a new product launch.

Useful Expressions For Meetings

- “We will need to come up with a quick resolution to these issues”
- “I’m afraid that’s outside the scope of this meeting.”
- “ Do we agree that this would be the right way to proceed?”
- “Let me just run through what we have agreed here”.
- “Let me just give you a quick overview of our plans at this stage.”
- “I would suggest that”
- “Tony can we get your input”
- “Susan may have something to add”
- “There’s no question that…”
- “My initial reaction is that”
- “I couldn’t agree more”
- “I’m with Tony on this”
- “I agree with you in principal but one obstacle could be that…”
- “I’d just like to add one thing…”
- “Can I just ask you to clarify one thing?”
- “I’m sorry I don’t quite follow what you just explained.”
- “Let’s move on to the question of”
- “Moving forward…”
- “It looks like we’ve covered the main items”
- “In summary, we are going to..”
- “We should probably try to wind things up for Roger so that he can shoot off to the Rugby”
- “Let’s get together next week to go through the finer details”.
- “Does anyone else have any particular thoughts on this?”
- “I think that the best course of action would be…”
- “Moving forward I feel that it would be preferable to”
- “Maybe we can decide this with a show of hands”
- “Maybe we could come back to this later”
- “Let’s move on to the next point”
- “I guess that covers everything then at this point.”
- “Thanks that was very productive”
- “Thanks for taking the time today.”
- “Any final thoughts before we close the meeting”

