Meeting up



EAE Learning objectives for this lesson

Learn how to participate in a meeting, introduce yourself.
Question forms, simple linking words and practice dialogues.

Introduction – **Questions and Answers**

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

1) How often do you attend meetings?
2) Do you have to present yourself in those meetings?
3) Do you feel confident when you participate in meetings?
4) What kind of subjects do you discuss in meetings?
5) Have you ever travelled to attend meetings in different cities or countries?

Activity One – Introducing yourself

Here are some expressions to help you introduce yourself in a meeting as well as some useful phrases.

Hello, my name is .....

I work for..... (company) in ..... (city/town/village)

I work as ..... (job)

I have worked in this position for ..... years/months/weeks (length of time)

My responsibilities are ..... (job tasks)

My main priorities are .....

Nice to meet you / nice to meet you all



Part A - Complete the phrases to introduce yourself to your partner or teacher

Part B - Now introduce yourself as the following people (beinventive with your introductions – the information doesn't need to be accurate)

- The Director of your company
- A celebrity of your choice
- The President of France
- The Queen of England

Activity Two – Linking words and gap fill
Useful phrases and linking words for meetings:

- On the agenda today..
- Hello everybody, thank you for coming to the meeting
- I would like to welcome our visitor
- Please could we go through the items on the agenda in order
- 'Let's get down to business' (start the meeting)
- First of all
- Secondly
- And finally
- However
- Therefore
- In addition
- Does anyone have any questions?
- The meeting is closed



Fill in the gaps using some of the words above:

- _____ I would like to introduce myself
- I work for this company, _____ I am based in a different region
- This meeting will start at 11 o'clock and be 1 hour long, _____ will finish at 12 o'clock
- One of my responsibilities is to organise the team, _____ I help with different projects
- Ok, _____ and start the meeting
- _____ ? If not, then we can end the meeting now.

Activity Three – Dialogue
Read the dialogue with your partner or teacher

Susan: Thank you for coming today, Firstly I would like to introduce Mark. He is a new member of t management team.
Mark: Hello everybody, my name is Mark. I have been working here for three years and very happy to be a part of the team
Susan: Thank you mark, it is nice to meet you
Mark: Nice to meet you too
Susan: We are introducing and new staff planning system today
Susan: Does anyone have any questions about the new system?
Mark: Yes, I have one
…….Continue the dialogue with your teacher

Activity four – Question forms
Let's read about the different question forms

Closed questions – The response is a YES or NO answer

Statement – He can swim question – Can he swim?

We swap the auxiliary verb / modal verb to start the question.

Examples of auxiliary verbs – Do / does Be / am / are / is / was / were Have / has / had

Auxiliary verb + subject + verb + complement

Are you a teacher? - Yes, I am
Do you like working here? - Yes, I do
Can you come to the meeting? - No, I can't

Common modal verbs for questions – can / could



Can I have a pen please? / Could I have a pen please?
Can I drink some water? / Could I drink some water?

Open questions –
Question words – When / Where / How / What / Why / Who

Question word + verb + subject + complement

Who are you?
When does the meeting start?
What time is the lesson?
When are you available?
Where do you work?
What is your name?

Activity Five – Asking questions
Connect the question with the correct response



Questions	**Responses / answers**
1. What are you responsible for?	a) I work in administration
2. What is your job?	b) I work at the hospital
3. Where do you work?	c) I am responsible for the staff planning
4. How long have you worked for this company?	d) Yes, I do. I attend around 3 a week
5. Who is your manager?	e) My manager's name is Bed, the general director
6. What is the best part of your job?	f) I am responsible for stock and logistics
7. Do you attend a lot of meetings?	g) I have worked here for ten years

Activity Six – Questions
Part A - Fill in the gaps to complete the questions

Attend / Nice/ Meeting / Job / Long / Questions / Work / When / Could

- _____ will the meeting start?
- How _____ is the meeting?
- Where do you _____ ?
- Are you going to _____ the next meeting?
- Nice to _____ you all
- What is your _____ ?
- Do you have any _____?
- Can we find a date for the next _____?
- _____ I ask a question please?

Part B – Asking questions

Your teacher will introduce themselves to you as the following personalities in a meeting
Ask simple questions to get to know more about them. Your teacher will give you some examples to get you started.



- A General Manager

- Human Resources Administrator

- Accountant

- Sales manager

- Customer service assistant

Part C – Getting involved

Certain topics are discussed in the meeting, ask questions to help your understanding

- Staff planning

- The introduction of a new project

- A new member joining the team

- Changes in the team

Activity Seven – Meeting role play
Read and complete the dialogue with your partner or teacher

Meeting Chairman: Welcome everyone to the meeting. Firstly, I'd like you to join me in welcoming ..... (name) , our visitor today from ..... (country or company).

Participant: Thank you for having me. It is very nice to meet you.
Let me introduce myself. I am ..... (job title) at ..... (company).

Meeting Chairman: We're here today to discuss ..... (subject of meeting).
Firstly, let's go over ..... (subject of meeting) from the last meeting which was held on ..... (date).

Now summarise the main points of the last meeting:
Meeting Chairman: Now let's look at today's agenda.

Read through the different items to be discussed at the meeting.

Meeting Chairman: I'd like to ask …… (visiting participant) to give us his report on …… (subject of report).

The participant delivers his report

Participant: I'd now like to hear your opinions on …… (subject of report).

Opinion 1: In my opinion, I agree with your analysis of …… in your report. We now need to come up with an action plan.

Opinion 2: I'm afraid I disagree with you on …… .

Meeting Chairman: I suggest we split into groups to discuss the different ideas you have presented.

Split into groups and discuss ideas

Meeting Chairman: Unfortunately, we're are running out of time. We will have to wait until next time to come to a decision.

Before we close the meeting, let's just summarise the main points:
……
……

Meeting Chairman: Thank you very much. Does anyone have any questions?

Participant: Please can we find a date for our next meeting please?

Meeting Chairman: Good idea. Is everyone available next Tuesday at 3pm?

Participants: ……

Meeting Chairman: The meeting is closed.





