

7

Meetings 1

memo

Dear Employees,

Let's strive to make our **meetings** more productive. I'm proud to have such a passionate group, but we need to remember to keep our focus. With that said, I'd like to **go over** some rules of **etiquette**.

We all have strong **opinions** from time to time. But it's important that we listen to other ideas. It's no help to **bicker** and **go off topic**. The same goes for trying to **cut off** or **talk over** everyone else. Not only is it rude to **interrupt** one another, but it also prevents a healthy discussion. Let's keep these behaviors out of our meetings.

In addition, we should be careful about our use of **jargon**. Remember, not everyone in the company is familiar with each department's vocabulary. We **waste** a lot of time explaining those technical terms. Always **state** your ideas with language everyone can understand.

Lastly, prepare for sitting in the meeting **beforehand**. Take a quick walk around the building or get a drink of water. We want to keep our meetings **on track** and in the allotted time. Remember that being alert and attentive is the best bet for success.

Please stop by my office if you have any comments or questions about these ideas.

Sincerely,
Mr. Reynolds

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some items that might be discussed in a management meeting?
- 2 How should a person behave in a professional meeting?

Reading

2 Read the memo. Then, choose the correct answers.

- 1 What is the purpose of the memo?
 - A to review the decisions made in a previous meeting
 - B to suggest ways to make meetings more effective
 - C to compare meetings between departments
 - D to prevent people from being late to meetings
- 2 Which of the following is NOT mentioned?
 - A staying on track
 - C following an agenda
 - B not using jargon
 - D bickering with other employees
- 3 What does the manager request the employees do?
 - A include technical terms
 - B take breaks during meetings
 - C attend a meeting in his office
 - D allow others to finish speaking

Vocabulary

3 Match the words or phrases (1-10) with the definitions (A-J).

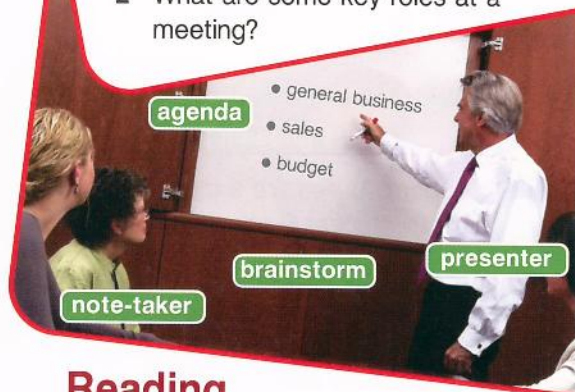
- | | |
|---------------|----------------|
| 1 — etiquette | 6 — meeting |
| 2 — talk over | 7 — beforehand |
| 3 — waste | 8 — jargon |
| 4 — cut off | 9 — bicker |
| 5 — opinion | 10 — go over |
-
- A occurring ahead of time
 - B to fail to use something properly
 - C to quarrel
 - D an assembly of people to discuss a specific topic
 - E to talk while someone else is talking
 - F to look closely at something
 - G a personal view, attitude, or belief
 - H vocabulary specific to a certain profession
 - I rules of behavior
 - J to interrupt

8 Meetings 2

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What can managers do to ensure that a meeting is successful?
- 2 What are some key roles at a meeting?



Reading

2 Read the agenda. Then, choose the correct answers.

- 1 What is the purpose of the document?
 - A to present the schedule and topics for a meeting
 - B to announce the development of a new product
 - C to ask managers for opinions on several topics
 - D to remind presenters of their topics for a meeting
- 2 What do managers need to do for the next meeting?
 - A come up with ideas for a new product
 - B give a list of expenses to the Finance Department
 - C identify areas where they can cut expenses
 - D submit agenda items to the note-taker
- 3 Which is NOT up for discussion at the meeting?
 - A potential sales promotions
 - B the minutes from a previous meeting
 - C a review of the current budget
 - D ideas for a new smart phone

Agenda for Monthly Review

November 3, 10:00 a.m.

Facilitator: Andrea Rodriguez

Note-taker/Timekeeper: Ben Marshall

Meeting Objective:

-Review the status of each department's activities

Agenda Items / Key Points	Presenter	Time Allotment
1 General Business <ul style="list-style-type: none"> Review and approve minutes from October 2nd meeting Reminder: All agenda items must be submitted the Friday <i>before</i> the monthly status meeting 	Andrea Rodriguez	5 minutes
2 Sales/Marketing Department <ul style="list-style-type: none"> Overall, smart phone sales up by 10% this quarter; tablets/handheld readers up by 15%. All representatives are meeting sales targets. Marketing has brainstormed a list of ideas for sales promotions to use in the coming year 	Tim Jameson	Presentation: 15 minutes Discussion: 5 minutes
3 Finance Department <ul style="list-style-type: none"> Budget is balanced, but expenses are still high. Managers are asked to identify unnecessary expenses (supplies, travel, etc) that can be cut to keep budget in line. Will be reviewed at next meeting. 	Rachel Lowell	Presentation: 15 minutes Discussion: 5 minutes
4 Product Development <ul style="list-style-type: none"> Department is currently generating ideas for first color handheld reader to add to current product line. 	Marcus Richardson	Presentation: 15 minutes Discussion: 5 minutes
5 Closing Business <ul style="list-style-type: none"> General announcements and questions—make sure all points of view have been heard Review action items Decide on next meeting date 	Andrea Rodriguez	10 minutes

Vocabulary

3 Write a word or phrase that is similar in meaning to the underlined part.

- 1 The main purpose for this meeting is to discuss strategies to increase monthly sales. _ _ _ e _ _ i _ _
- 2 Please turn in all reports to Kelly Jensen by Thursday at 5:00 p.m. s _ _ m _ _
- 3 The person who gave information provided handouts with additional information. _ r _ _ _ n _ _ _
- 4 The group will think of and discuss ways to increase efficiency in the factory. _ _ a i _ _ _ _ r _
- 5 The discussion of the monthly budget went over its designated amount of time. _ _ _ _ _ l _ _ t m _ _ _
- 6 Those who can't attend the meeting should read the record of what was said. _ _ n _ _ e _
- 7 Marketing the product to a wider audience will produce more income. _ e _ e _ a _ _