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Leading the Meeting
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Introduction. This module focuses on the language of meetings, which are central to business communication. Most meetings have an agenda - a list of matters to be discussed in the meeting.

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speakers whose roles and responsibilities vary, and who represent a range of ...

The Language of Business Meetings (Cambridge Applied

...

Adopt minutes:
minutes are 'adopted'
when accepted by
members and signed
up by the chairman..
Advisory: providing
advice or suggestion,
not taking action.

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Agenda: a schedule of items drawn up for discussion at a meeting. AGM: Annual General Meeting: all members are usually eligible to attend.

Apologies: excuses given in advance for inability to attend a meeting

Terms and Phrases used in Meetings - meeting terms ...

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Jeremy Day. Topic:

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(B2) and above. Aims:

To discuss the

importance and

drawbacks of small talk

at meetings. To teach

some useful phrases

for ...

**Meetings 1: Getting
down to business |
TeachingEnglish ...**

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Language of Meetings richtet sich an Berufstätige mit fortgeschrittenen Englischkenntnissen, die sich auf internationale Konferenzen in englischer Sprache vorbereiten wollen. Der Band eignet sich sowohl als Kursmaterial als auch zum Selbststudium.

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The Language of Meetings 1. The Language of Meetings 2. The Language of Meetings The following general features of English are needed for effective communication in meetings. • Using

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would, could, or might
to make what you say
more tentative. •

Presenting your view
as a question not a
statement. 3.

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This reference sheet
provides short phrases
to help you run a
business meeting from
start to finish.

Generally speaking,
you should use formal

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English to run a business meeting. As you participate, it's a good idea to paraphrase others' ideas to make sure you understand.

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