

# Meetings

***“A meeting is an event where minutes are taken and hours wasted.”***

***Capt. James T. Kirk, Star Trek character***

- **Answer the following questions:**

- Why have a meeting?
- Have you ever attended a meeting? What was it about?
- Read the abovementioned quote. Do you agree or disagree with it?



# Read the text on page 176. Find the words that these definitions describe.

- A formal or informal gathering of people (n.) - **MEETING**
- Sth. shared between two or more people (adj.) - **JOINT**
- People taking part in an activity (n.) (2) - **PARTICIPANTS/ATTENDEES**
- Before sth. happens (phrase) - **IN ADVANCE**
- A person in charge of a meeting (n.) - **CHAIRPERSON**
- Let sb know (v.) - **NOTIFY**
- A place where a meeting is held (n.) - **VENUE**
- A list of the things to be discussed at a meeting (n.) - **AGENDA**
- The last item on the list (phrase) - **GENERAL/Any Other Business (AOB)**
- The written record of what was said at a meeting (n.) - **MINUTES**
- The list of people present at a meeting (phrase) - **ATTENDANCE REGISTER**
- A general agreement (n.) - **CONSENSUS**
- The minimal number of people who have to be present at a meeting (n.) - **QUORUM**

# Match the correct collocations:

- 
- make/reach
  - carry out
  - hold/open
  - raise
  - take
  - conduct
  - lead
  - draw up/distribute/stick to
- agenda
  - decisions
  - business
  - actions
  - a meeting
  - a discussion
  - questions/sb's hand
  - notes

# Collocations with meeting

- Adjectives:
  - Regular, monthly, annual, two-hour, open, closed, emergency, business, political, special, vital, staff, team, impromptu...
- Verbs:
  - Have, hold, arrange, organize, attend, schedule, chair, conduct, postpone, call off, boycott, participate in...

# *In a meeting vs. at a meeting*

- "In a meeting" means to be *in the room* where a discussion or presentation is ongoing
- "at a meeting" means *to attend the event - to move from your current location and attend a meeting*

# Listening

A new way of holding meetings  
<https://youtu.be/bNe5Xx42meQ>

# Stand-up Meetings

- Watch the video and answer the following questions:
- 1) How long does a stand-up meeting last?  
It lasts for 15 minutes.
- 2) What are the three steps in holding a stand-up meeting?  
Step 1 - Get in a circle and start the timer.  
Step 2 - Call out a volunteer to start.  
Step 3 - Go around the circle.
- 3) In your opinion, what are the advantages and disadvantages of such meetings?



# EXERCISES

PP.176 & 177

# Key to exercises

## Page 176, ex. I

- 1E
- 2B
- 3D
- 4A
- 5C

## Page 177, ex. II

- 1. delay;
- 2. not to have a meeting;
- 3. preside over;
- 4. take part in;
- 5. pause

## Page 177, ex. III

- 1. agenda;
- 2. apology;
- 3. boardroom;
- 4. on time;
- 5. equipment

## Page 177, ex. IV

- 1. attend;
- 2. chair;
- 3. agenda;
- 4. circulate;
- 5. minutes;
- 6. action