

CHAIRING A MEETING

1. Watch the video and fill in the blanks in the definitions:

_A list of matters to be discussed in the meeting: _____

Ex.: 'Has everyone got a copy of the _____?'

_To make a piece of equipment or a machine ready for use: _____

Ex.: Miss Reyes will arrive at 11.30 so I plan to break at about 11.15 to give her time to _____

_What is AOB?

Ex.: 'I'd like to leave a little bit of time under 'A_____ O_____ B_____ ' to discuss whatever might come out of the presentation.'

2. Watch again and complete the table:

USEFUL PHRASES TO CHAIR A MEETING

THANKING PARTICIPANTS SHOWING APPRECIATION OR APPROVAL	MANAGING TIME MOVING ON
ASKING FOR CONTRIBUTIONS	REFERRING TO SPECIFIC POINTS / DOCUMENTS RECAPPING

CHAIRING A MEETING: KEY

1. Watch the video and fill in the blanks in the definitions:

A list of matters to be discussed in the meeting: THE AGENDA

Ex.: 'Has everyone got a copy of the _____?'

To make a piece of equipment or a machine ready for use: TO SET UP

Ex.: Miss Reyes will arrive at 11.30 so I plan to break at about 11.15 to give her time to SET UP

What is AOB?

Any other business (the things that are discussed at the end of an official meeting that are not on the agenda)

Ex.: 'I'd like to leave a little bit of time under 'Any Other Business' to discuss whatever might come out of the presentation.'

2. Watch again and complete the table:

USEFUL PHRASES TO CHAIR A MEETING

THANKING PARTICIPANTS SHOWING APPRECIATION OR APPROVAL	MANAGING TIME MOVING ON
<p>_ Good morning everyone, thank you very much for being here on time.</p> <p>_ On behalf of everyone I'd like to say thank you to you and to your team for all the hard work that you've put in so far on this project. I really appreciate it.</p> <p>_ Okay that sounds reasonable.</p> <p>_ Thank you very much for emailing the current figures to all of us...</p>	<p>_ We've got a lot to do today so let's get started.</p> <p>_ I plan to break at about 11.15</p> <p>_ Lastly I'd like to leave a little bit of time under any other business to discuss whatever might come out of the presentation.</p> <p>_ We don't need to spend too much time on this...</p> <p>_ Lydia, can you warn me if we go beyond ten minutes on this one?</p> <p>_ I'm sorry, can we continue this discussion after lunch, the lady from the researcher company is waiting to join us and to present her results.</p> <p>_ Let's take a break now and can we all be back here promptly at 11.30 to continue where we left off?</p> <p>_ Are we all ok to move on to the next point?</p> <p>_ And that's everything I think on item 2</p>
ASKING FOR CONTRIBUTIONS	REFERRING TO SPECIFIC POINTS / DOCUMENTS RECAPPING
<p>_ Paul, perhaps I can begin by asking you to fill us in on your progress?</p> <p>_ Before we move on to item 2, are there any comments anyone has / anyone would like to make on item 1?</p> <p>_ Do you have any thoughts on that?</p> <p>_ And what do other people think? Do you agree with Mia that we need to look through the proposal in more detail first?</p> <p>_ Is there anything that you want to add before I open this up for questions.</p> <p>_ Are there any questions arising from Mia's report? Matt you look as if you might have a question...</p>	<p>_ Can I draw your attention to item 4?</p> <p>_ I think we all need time to read through Paul's proposal in more detail before discussing it any further.</p> <p>_ Before we take a break, I just want to summarise where we are so far. My understanding is that...</p>