**Meetings**

**Activity 1.**

**Study these expressions relating to meetings.**

**What are these expressions in Polish?**

Minutes of Meeting/Minutes*(plural noun)*

Minutes are a record of the business transacted during a meeting.

To minute a meeting/take the minutes

Agenda

Items on the agenda

Matters arising (from the previous meeting)

Receive apologies for absence from sb

AOB (any Other Business)

**Methods of voting at meetings**

Postal vote / by a show of hands / by a secret ballot / by proxy

**Phrases:**

Abstain from voting

Absentee

Abstention

Apologies for absence

Cast a vote

Casting vote

Chairperson

Equal number of votes for/against

The Meeting resolved to pass the Resolution (i.e. the attendees decided to adopt the document)

A small/clear/vast majority/minority of votes/votes

Move a motion to do sth – put forward a formal proposal to do sth

Motion (that such and such action ~~should~~ be taken/that sb do/do not do sth)

Carry a motion unanimously/by a majority of three to one

Circulate the agenda/minutes of meeting

Participants

Proposer (person that moves a motion)

Second a motion

Company Secretary (a person other than the Chairman whose job is to ensure that all formal requirements are complied with)

Take a vote

Vote for /against sth/sb

Vote sb in/out of office

Win by a majority of 10 votes

**Activity 2.**

**Translation task. This activity is intended EXCLUSIVELY for Polish speakers.**

Please translate these 4 sentences into English.

1. Uczestnicy poddali wniosek pod głosowanie.

2. Liczba głosów za i przeciw jest równa, więc biorąc pod uwagę, że nie było głosów wstrzymujących się przewodniczący ma głos decydujący.

3. Większość uczestników posiedzenia głosowała za wnioskiem zgłoszonym przez sekretarza.

4. Zagłosujmy, dobrze?

**Activity 3.**

**Complete the text by using the words from the box. Remember to use the correct form of the word.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| session | AOB | casting | conduct/transact | agenda | equal |
| apologies | chairman | convene/call | motion | arise | item |
| participant | unanimously | hold | adjourn | circulate | secretary |

1. The meeting was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pass a resolution on next year’s budget.

2. Another \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the agenda was the election of the auditor’s for next year.

3 The \_\_\_\_\_\_\_\_\_\_\_\_\_ job was to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the business of the meeting and ensure that all of the meeting’s objectives are achieved in a single sitting.

4. As a matter of fact the morning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ had to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until the evening as one of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moved a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that a dividend be declared. The motion was seconded by the CFO and carried \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with no abstentions. This left the proposer very contented.

5. Obviously, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ listing the points before the Meeting, had been prepared and duly \_\_\_\_\_\_\_\_\_ ahead of the meeting itself.

6. One of the attendees was unable to attend the meeting so he sent in his \_\_\_\_\_\_\_\_ for absence, which was duly minuted by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

7.The chairman enquired if there were any matters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ out of the minutes of the last meeting, but there were none.

8. When eventually the Meeting proceeded to transact the planned business, the number of votes for both motions was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it was left to the chairman to give his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vote.

9. Finally, the chairman asked if there was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but there was none.

10. Needless to say, the meeting was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the company’s Head Office.

**Activity 4.**

**Unit 4. Chairing meetings p. 22**

*Note the following words:*

Contentious – quarrelsome (person): controversial (issue): involving disputes e.g. contentious work by a lawyer means representing a client in court.

Argumentative – fond of arguments

Proceedings - A sequence of events occurring at a particular place or occasion: procedure, e.g. hectic/frenetic proceedings in the Credit Control Department

Undertakings - projects

In hindsight – in retrospect, considering or analysing the past, with the knowledge that one has access to now

**Activity 5.**

**Key phrases for chairs**

**Listen to the recording on p. 23 and do tasks 1-4**

**Activity 6. Self-study**

**Useful language for chairing/participating in meetings.**

**Chairing a meeting**

**Opening**

• Good morning/afternoon everyone.

• Has everyone received a copy of the agenda?

• If we are all here, let's get started / start the meeting / start.

• I think we can launch proceedings now

• Let’s get the ball rolling. (informal)

**Stating the principal objectives**

• We're here today to...

• Our main aim today is to...

• I've called this meeting in order to...

**Introducing the agenda**

• Does everyone have a copy of the agenda?

• Have you all received a copy of the agenda?

• There are X items on the agenda. First, ... second, ... third, ... lastly, ...

• Shall we take the points in this order?

• skip item 1 and move on to item 3

• I suggest we take item 2 last.

• Can we take the minutes as read?

•Are there any matters arising from the last meeting

**Agreeing on the ground rules for the meeting**

• We will first hear a short report on each point first.

• I suggest we go round the table first.

• Let's make sure we finish by...

• I'd suggest we...

• There will be five minutes for each item.

**Introducing the first item on the agenda**

• So, let's start with...

• I'd suggest we begin with...

• Why don't we start with...?

• So, the first item on the agenda is

• Shall we start with...?

**Closing an item**

• I think that takes care of the first item.

• Shall we leave that item?

• Why don't we move on to...?

• If nobody has anything else to add, let’s...

**Next item**

• Let's move on to the next item

• Now that we've discussed X, let's now...

• The next item on today's agenda is...

• Now we come to the question of…

**Summarizing**

• Before we close today's meeting, let me just summarize the main points.

• Let me quickly go over today's main points.

• To sum up,…

• In brief,...

• Shall I go over the main points?

**Asking for people's opinions**

I'd like to give the floor to XYZ

Does anyone have anything else to add?

What are your views on this?

**Asking for agreement or a vote**

Can we have a show of hands?

Can we put this to the vote?

Are we in agreement on this?

**Finishing up**

• Right, it looks as though we've covered the main items.

• If there are no other comments, I'd like to wrap this meeting up.

• Let's bring this to a close for today.

• Is there Any Other Business?

**Thanking participants for attending**

• Thank you all for attending.

• Thanks for your participation.

**Participants/attendees**

**Giving an opinion**

• I’m convinced we should/should not (declare a dividend).

• I have no doubt that (the proposal has serious implications).

**Agreeing/Disagreeing**

• I totally agree.

• I think I agree with that/you on that.

• Yes, why not.

• I disagree.

• I don’t think that’s acceptable.

**Expressing reservations**

• You have a point, but …

• Maybe that’s true but ...

**Making a suggestion**

• I suggest (that) we agree (to extend the deadline for another year.)

• My suggestion would be to …

• Why don’t we …

**Checking comprehension**

• Are you saying …?

• Does that mean …?

• If I follow you correctly, …

**Interrupting**

• Can I come in here please?

• Cn I barge in here?

**Asking for clarification**

• Could you run through that again (for me please).

• What do you mean by …

**Asking for opinion on your proposal**

• How do you feel about …

• What do you think?

• What exactly is your reaction to that?

**Stating your position**

• What we are looking for is …

• I can guarantee that …

• There is no way we could …

**Presenting arguments**

• The first/second thing to consider is …

• One of the main arguments in favour of x /against x is that …

**Expressing yourself emphatically**

• I certainly understand (that) …

• I honestly think (that) …

• I refuse to believe …

• I am completely aware of …

**Activity 7.**

**The Agenda. Study the information below.**

**AGENDA**

An agenda which sets out the items which will be covered during a meeting and will always be headed with the date, time and place where the meeting will be held, and restricted to one sheet of paper.

Traditionally, the structure is as follows:

* Welcome and introductions
* Approve minutes of last meeting
* Matters arising from last meeting
* List of issues to be discussed
* Any other business (AOB)
* Details of the next meeting

**Sample**

|  |
| --- |
| From: Jack Frank, Chairman  To: Doug Mickins  CC: Carol Jones, Alexander Fleming, Tess Sutcliffe, Andy Cross  Date: 20 April  Subject: Operations meeting - Agenda  Dear all  Just to let you know that our next Operations Meeting will be held in my office on the 10 floor suite 1030 at 10:00 am Monday 20 April 2020.  AGENDA  1. Apologies for absence  2. Minutes of last meeting  3. Matters arising from the Minutes  4. Chairperson’s report  5. Finance  6. Election of Office Bearers  7. Any other business  8. Date of next meeting  Yours  Doug |