

Meetings

INTRODUCTION

- 1 **Discuss the following questions.**
 - 1 What are the main reasons for holding a meeting?
 - 2 What is the role of the chairperson?
 - 3 Why are so many meetings unsuccessful?

- 2 **Describe a meeting that you have attended recently. How effective was it and why?**

VOCABULARY

Complete the following sentences with appropriate words from the list.

agenda	casting vote	consensus	minutes	circulate
apologies	chairperson	items	arising	conduct

- 1 In all formal meetings and most informal meetings, there is a whose job it is to the business of the meeting and to ensure that the meeting's objectives are achieved.
- 2 It is helpful in both formal and informal meetings to have an, listing the points that are to be discussed. It is usual to this in advance so that participants can prepare adequately for the meeting.
- 3 If there are too many on the agenda, it is inevitable that the meeting will be over-long and so less effective.
- 4 After formal meetings, the secretary writes up the, an official record of the discussion that has taken place.
- 5 If you cannot attend a meeting, it is customary to send your to the chairperson, who reads out the names of any absentees at the beginning of the meeting. After naming absentees, the chairperson may ask if there are any matters out of the minutes of the last meeting.
- 6 When decisions must be taken, the chairperson hopes there will be a on what should be done. Otherwise, a vote must be taken and sometimes the votes for and against are equal. If this happens, the only way to break the deadlock is for the chairperson to give his or her