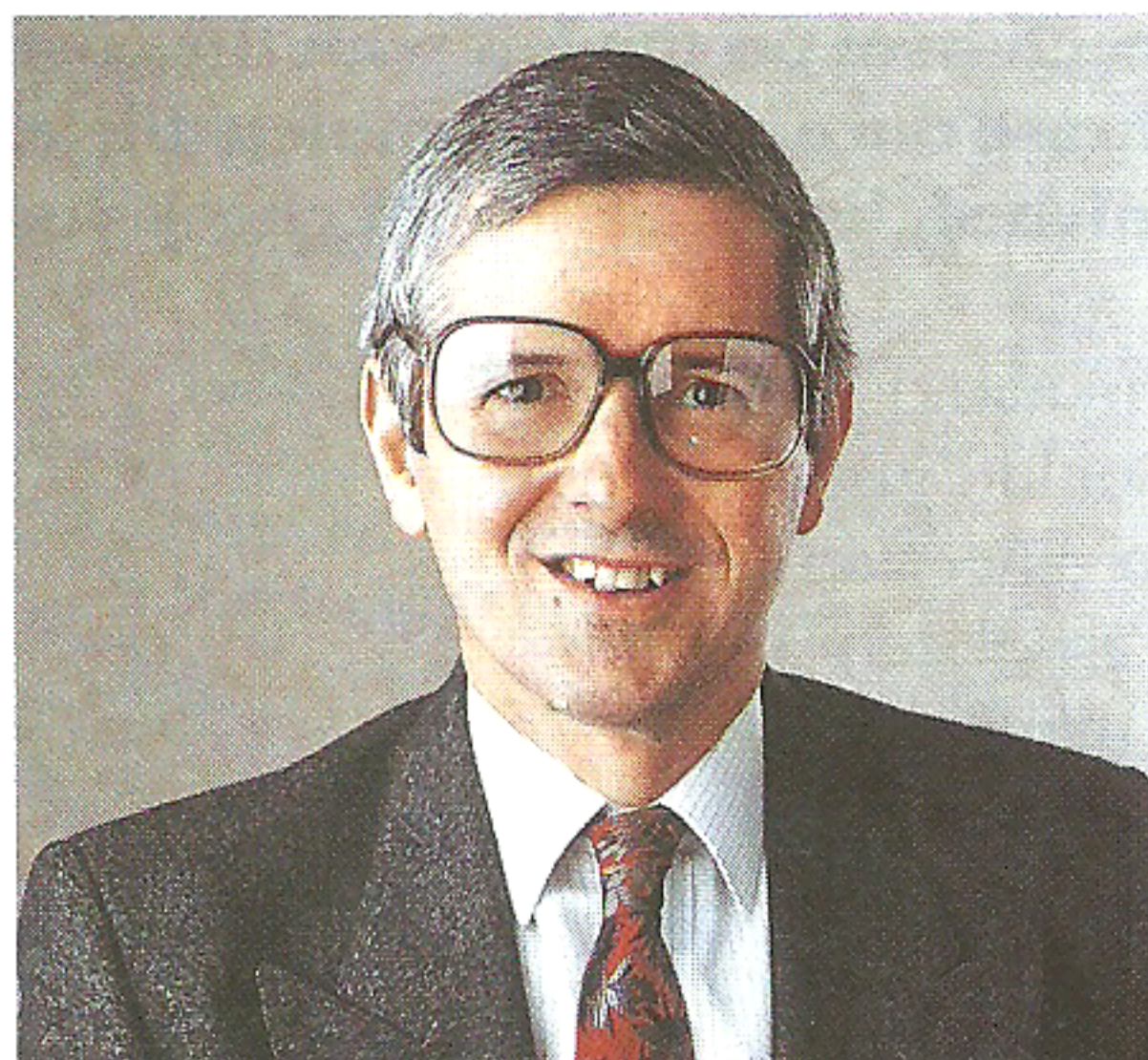


LISTENING 1

You are going to hear Roger Myddleton, Legal Director and Company Secretary at Grand Metropolitan, talking about meetings. Listen and take notes under the following headings.

- formal and informal meetings
- objectives
- chairing meetings
- mixed-nationality meetings
- participating in meetings
- minutes



WRITING 1

Using information from Text 1 and Listening 1, draw up a set of guidelines entitled 'How to hold a successful meeting'. It may help you to think in terms of the following areas.

- objectives
- the role of the chairperson
- the role of participants
- administrative considerations

LISTENING 2

The informal discussion you are going to hear takes place in an advertising agency and concerns Charles Drake, a copywriter who is to be made redundant. Frank Harrison, Account Director, Derek Jordan, Creative Director, and Jennifer Walton, Personnel Director, are meeting to decide when, where and how he should be told the news. Listen and note what they decide and why.

WRITING 2

Use your notes from Listening 2 to write the minutes of the meeting between Frank Harrison, Derek Jordan and Jennifer Walton.