

## The Role of the Chair

- 1) Start and end the meeting.
- 2) Introduce objectives and agenda.
- 3) Introduce speakers.
- 4) Define time limits for contribution.
- 5) Control discussions, and hear all views.
- 6) Summarize discussion at key points.
- 7) Ensure that the key decisions are written down by the secretary.
- 8) Ensure that decisions and conclusions are clear and understood.
- 9) Define actions to be taken and individual responsibilities.

## The Role of the Secretary

- 1) Obtain agenda and list of participants.
- 2) Inform participants and check:
  - room, equipment, paper, material
  - refreshments, meals, accommodation, travel

## The Role of the Participants

- 1) Study subjects on agenda, work out preliminary actions.  
If necessary find out team or department views.
- 2) Prepare own contribution, ideas, etc.

## VOCABULARY

1. Minute - written report of what was said in a meeting.
2. Participants - people who attend the meeting.
3. Objectives - the purpose or intention of the meeting.
4. Agenda - list of items to discuss in a meeting.
5. Chair - person who controls the meeting.
6. Postpone - change the date of a meeting to a later date.
7. Adjourn - to have a break in a meeting.

## LET'S TALK

- 1. Why is it important to know roles when attending a meeting?**
- 2. In a meeting, do you think it's necessary that all the participants have the chance to say what they will say? Why? Why not?**
- 3. Controlling emotion is one of the focal point in handling and attending a meeting. Why?**
- 4. As a participant in a meeting, do you think it's necessary to study the agenda? Why? Why not?**
- 5. Do you think general consensus is significant in a meeting? Defend your answer.**