

F Y I

Having difficulties in conducting a meeting? Study these words and impress everybody in the next conference. A big round of applause is surely heard at the end of the meeting.



A.G.M.	Annual General Meeting
Absentee	Person not at the meeting, not present
Agenda	Written list of points to be discussed at a meeting
Alternative	Choice of two or more possibilities
Attendee	Participant; person attending a meeting
Chairman/ chairperson	The person who conducts the meeting
Conference	Formal meeting for discussion or exchange of views
Conference call	Telephone call between three or more people in different places
Objective	What is aimed at, what one wants to achieve or obtain
Proposal	A course of action put forward for consideration; to make a proposal
Consensus	General agreement
Summary	A brief statement of the main points
Unanimous	In complete agreement
Minutes	A written summary of the proceedings at a meeting

Word Application

1. The manager demanded an explanation from the _____ in the previous meeting.
 2. The manager thinks that Keiko's _____ is good.
 3. After an hour of discussion, they finally reached a _____.
 4. One of the secretary's responsibilities is to write down the _____ of the meeting.
 5. The _____ is late so the meeting hasn't started yet.
 6. Board members were _____ in their rejection of his proposal.
 7. The chairperson read the _____ for today's meeting.
 8. In the previous meeting, there were twenty _____ and one absentee.
 9. There will be a _____ with the investors in Australia and Japan tomorrow.
- A. agenda
B. concensus
C. conference call
D. proposal
E. chairman
F. unanimous
G. attendees
H. absentees
I. minutes

LET'S TALK

- 1) Why is conducting a meeting important?
- 2) How often do you think, should a company conduct a meeting?
- 3) What's the best way to reprimand absentees?