



## Characteristics of an Effective Business Meeting:

- 1) There is written agenda.
- 2) Clear objectives- known to everyone.
- 3) Respect for the time available/ time planning.
- 4) Good chair- effective control.
- 5) Emotions are kept under control.
- 6) Good preparation.
- 7) Everyone gets to say what they need to say.
- 8) Reaching objectives.

## LANGUAGE CHECKLIST

### • Opening the Meeting

- Thank you for coming...
- It's \_\_\_ o'clock. Let's start.
- We've received apologies from...
- Any comments on our previous meeting?

### • Introducing the Agenda

- You've all seen the agenda...
- On the agenda, you'll see there are three items.
- There is one main item to discuss

- **Stating Objectives**

- We're here today to hear about plans for...
- Our objective is to discuss different ideas...
- What we want to do today is to reach a decision...

- **Introducing discussion**

- The background to the problem is...
- This issue is about...
- The point we have to understand is...

- **Calling on a Speaker**

- I'd like to ask \_\_\_ to tell us about...
- Can we hear from Mr/Ms \_\_\_ on this?
- I know that you've prepared a statement on your Department views...

- **Controlling the Meeting**

- Sorry \_\_\_, can we let Ms \_\_\_ finish?
- Henry we can't talk about that.

- **Summarizing**

- So, what you're saying is...
- Can I summarize that? You mean...
- So, the main point is...

- **Moving the discussion on**

- Can we go on to think about...
- Let's move on to the next point...

- **Closing the Meeting**

- I think we've covered everything.
- So, we've decided...
- I think we can close the meeting now.
- That's it. The Next meeting will be...