TOPIC 6 | TYPES OF MEETINGS AND MEETING ETIQUETTE

1 | Before the meeting

Discuss with a partner. Give reasons and one example for each answer.

- What makes a meeting useful rather than a waste of time?
- Would you rather lead a meeting or contribute as a participant? Why?
- Which is more difficult: sharing a new idea or disagreeing with someone politely?

2 | Three common meeting types

TYPE	MAIN PURPOSE	TYPICAL OUTCOME
Briefing Інформаційна нарада	To share updates, explain changes and answer questions.	Participants understand what has changed and what to do next.
Brainstorming Генерування ідей	To generate possible ideas without judging them immediately.	A list of ideas to evaluate later.
Decision-making Нарада для ухвалення рішень	To compare options, discuss criteria and agree on a course of action.	A decision, clear responsibilities and deadlines.

A. Identify the meeting type. Write B (briefing), BR (brainstorming) or D (decision-making).

_____ A team suggests fifteen marketing slogans without criticising any of them.
_____ The manager explains new workplace safety rules and answers questions.
_____ A committee compares three suppliers and chooses one.
_____ Colleagues receive an update on project progress and revised deadlines.
_____ A group lists possible features for a new mobile app.
_____ The organisers agree on a venue and assign responsibilities.

B. Think deeper: Can one meeting contain all three types of activities? Explain your answer.

3 | Meeting vocabulary

Study the vocabulary. Pay particular attention to the phrases used in meetings.

WORD / PHRASE	УКРАЇНСЬКОЮ	COMMON COLLOCATION
agenda	порядок денний	send / follow the agenda
chairperson	головуючий / головуюча	chair a meeting
attendee	учасник / учасниця	meeting attendees
minutes	протокол, нотатки зустрічі	take / share minutes
action item	конкретне завдання за підсумком	assign an action item
deadline	кінцевий термін	meet / extend a deadline
clarify	уточнювати	clarify a point
interrupt	перебивати	interrupt politely
consensus	спільна згода	reach a consensus
proposal	пропозиція	put forward a proposal
follow-up	подальші дії	send a follow-up email
take turns	говорити по черзі	take turns speaking

A. Complete the sentences. Use the words from the table. Change the form if necessary.

1. Before the meeting, please send everyone the _____ .
2. Could you _____ what you mean by “more flexible”?
3. We need to _____ a consensus before announcing the plan.
4. Please include the final decision in the meeting _____ .
5. The project has a strict _____ : everything must be ready by Friday.
6. Each _____ should have an owner and a completion date.

B. Collocations. Choose the more natural option and briefly explain why.

1. make / take minutes _____
2. reach / do a consensus _____
3. put forward / put away a proposal _____
4. meet / catch a deadline _____

4 | Reading: One meeting, three purposes

Before you read: Why might a team need more than one kind of discussion to organise a successful event?

THE CAREER CONNECTION EVENT

A student services team at an international university needed to plan a career networking event. Sixty students were expected, and the budget was 6,000 UAH. Four people attended the planning meeting: Farah, the chairperson; Tomas, the technical coordinator; Jade, the communications officer; and Oksana, a student representative. The team had forty minutes to exchange information, generate ideas and choose an event format.

Farah opened the meeting by confirming the agenda. During the briefing, Jade reported that forty-two students had registered and that several would join from outside the city. Tomas explained that the campus hall was available free of charge, but one guest speaker could only participate remotely. Oksana asked, ‘Could you clarify whether students joining online would be able to ask questions?’ Farah thanked her and added the issue to the agenda.

The group then moved to brainstorming. Farah reminded everyone not to dismiss suggestions too early. Jade proposed a fully online event with small discussion rooms. Tomas suggested using the campus hall and streaming the guest speaker's talk. Oksana recommended a hybrid format, with both on-site and remote participants. For a moment, she hesitated because the others had already spoken, but Farah invited her to contribute. The team listed every idea before evaluating the options.

During the decision-making part, they agreed on four criteria: cost, access, opportunities to interact and technical reliability. A fully online event would cost about 1,500 UAH for support, while a hybrid event would cost approximately 5,500 UAH for equipment and assistance. The hybrid option offered more ways to participate, but there was a risk of connection problems. Jade preferred the online option. Oksana replied, ‘I see your point, but I think the hybrid option would help more students feel included.’ Tomas agreed, provided they could test the equipment in advance.

Finally, Farah summarised the discussion. The team agreed to run a hybrid event if the technical test was successful; otherwise, they would switch to a fully online format. Tomas would test the equipment by Tuesday, Jade would confirm the speaker arrangements by Wednesday, and Oksana would collect student questions by Thursday. Farah recorded these action items in the minutes and promised to send everyone a short follow-up email.

Notice the structure: a briefing establishes the facts → brainstorming creates options → decision-making uses criteria and assigns actions.

4 | Reading comprehension (continued)

A. Mark each statement T (True), F (False) or NG (Not Given). Underline the words in the text that support your answer.

_____ 1. All sixty students had already registered before the meeting.

_____ 2. One guest speaker was unable to travel to the university.

_____ 3. Farah asked the group to avoid rejecting ideas during brainstorming.

_____ 4. The online event would be cheaper than the hybrid event.

_____ 5. The university had organised a similar hybrid event last year.

_____ 6. The final decision depended on a successful technical test.

B. Answer in one or two complete sentences.

1. What four criteria did the team use to evaluate the options?

2. Why did Oksana prefer a hybrid event?

3. What was the alternative plan if the technology did not work?

C. Find a phrase in the text that means:

1. ask for an explanation: _____

2. reject or criticise a suggestion: _____

3. recognise another person’s argument politely: _____

4. describe what the group has discussed: _____

Reflection: Was the final decision a compromise, a unanimous agreement or a temporary decision? Explain your interpretation.

5 | Speak up: useful meeting language

Use these phrases to participate actively without sounding too direct.

COMMUNICATION FUNCTION	USEFUL PHRASES
Opening / giving the floor	Shall we get started? / What are your thoughts on this?
Expressing an opinion	From my perspective, ... / I would suggest that ...
Clarifying / checking	Could you clarify what you mean by ...? / So, are you saying that ...?
Agreeing	I completely agree with that. / That is a good point.
Disagreeing politely	I see your point, but ... / I am not entirely convinced that ...
Summarising / closing	To sum up, we have agreed to ... / Who will take responsibility for ...?

A. Complete the dialogue using the phrases below. Use each phrase once.

Phrase bank: Could you clarify what you mean? • From my perspective • I see your point, but • To sum up • What are your thoughts on this? • Who will take responsibility for

Chair: We need to decide how to inform students about the workshop. (1) _____

Oksana: (2) _____, social media is the fastest option.

Tomas: (3) _____ it will not reach everybody. We should also use email.

Chair: Good point. Oksana, you mentioned targeted messages. Tomas, (4) _____

Tomas: I mean separate messages for first-year and final-year students.

Chair: (5) _____, we will use both email and social media.

Chair: (6) _____ preparing the messages?

B. Rewrite these statements to make them respectful and constructive.

1. “You are wrong. That idea will never work.”

2. “Stop talking. I have a better idea.”

3. “I do not understand anything you are saying.”

6 | Meeting etiquette and cultural awareness

A. Professional or unprofessional? Write P or U. For every U, suggest an improvement.

_____ 1. You arrive five minutes early and check the agenda.

_____ 2. You answer a personal call while someone is presenting.

_____ 3. You raise a question after the speaker finishes.

_____ 4. You openly laugh when another person offers an unusual idea.

_____ 5. You briefly summarise the decision before moving on.

_____ 6. You speak for most of the meeting without inviting others to contribute.

_____ 7. You disagree with the proposal but explain your concerns respectfully.

_____ 8. You leave without checking your responsibilities or deadlines.

Choose any two U statements. How would you improve the behaviour?

B. International meeting scenarios. Discuss the situations and write one helpful sentence you could say.

Scenario 1 — Silence

A new team member has not spoken. You are unsure whether they agree, prefer to listen, or need more time.

What could you say?

Scenario 2 — Different discussion styles

One participant speaks very directly, while another seems uncomfortable with disagreement in front of the group.

What could you say?

Scenario 3 — Online participation

Some colleagues are remote and cannot easily interrupt colleagues who are together in a meeting room.

What could you say?

Remember: Meeting behaviour varies between workplaces and individuals, not only between countries. Avoid assumptions; ask about preferences, make space for different voices and check understanding.

7 | Meeting simulation: Choose the best format

YOUR TASK: Plan a one-hour Career Skills Workshop for 45 students next week. The total budget is 4,000 UAH. By the end of the meeting, agree on a format, explain why, choose a backup plan, and assign at least two action items.

Three options

OPTION	COST	BENEFITS AND LIMITATIONS
A • ON CAMPUS	0 UAH	Maximum 35 people in the room. Strong face-to-face discussion, but some students cannot attend in person.
B • ONLINE	1,200 UAH	Up to 70 students. Easier access and captions available; group interaction needs careful planning.
C • HYBRID	3,800 UAH	35 people on campus plus remote participants. Flexible, but the set-up is more complex and a technical test is essential.

Role A — Meeting chair / Student Services Coordinator

You want the workshop to be accessible to as many students as possible. You also care about costs, deadlines and a realistic backup plan. Open the meeting, invite the other person to speak, keep the discussion focused and summarise the decision.

Role B — Communications Officer

You want students to interact, ask questions and practise practical career skills. You worry that a large online audience may stay silent. Present an option, explain your concerns, and politely challenge at least one argument.

Meeting flow

STAGE	YOUR GOAL
1. Open	Greet everyone; state the purpose and agenda.
2. Brainstorm	Generate ways to make each format engaging.
3. Discuss	Compare access, interaction, cost and risks.
4. Decide	Agree on one option and a fallback plan.
5. Close	Summarise; assign tasks and deadlines.

Speaking challenge: Both participants must express an opinion, ask a question, show agreement or respectful disagreement, and summarise at least one point.

8 | Meeting record and follow-up

While preparing or completing your meeting, fill in the notes below.

MEETING NOTES	YOUR RECORD
MEETING PURPOSE	_____
SELECTED FORMAT	_____
TWO REASONS	1. _____ 2. _____
BACKUP PLAN	_____

Action items — who will do what, and by when?

ACTION ITEM	RESPONSIBLE PERSON	DEADLINE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Write a follow-up email (90–120 words). Imagine you are the meeting chair. Thank participants, summarise the decision and reasons, confirm the action items with deadlines, and mention the backup plan.

Subject: Career Skills Workshop — meeting follow-up

Self-check: tick the skills you used in the meeting.

☐ I contributed an idea. ☐ I invited another person to speak. ☐ I asked for clarification.
☐ I disagreed respectfully. ☐ I summarised a decision. ☐ I confirmed an action and deadline.