



CHAIRING A MEETING



Scan to review worksheet

Expemo code:
18CA-G1VE-ZVJ1

1

Warm-up

What are the responsibilities of the chairman of a meeting?

2

Key words

Match the words on the left with their definitions on the right:

- | | |
|----------------------|---|
| 1. infrastructure | a. a country's basic systems and services such as transport, power supply, etc. |
| 2. land rent | b. a fixed, regular payment to use a piece of land |
| 3. labour | c. an area next to the sea where boats and ships can load or unload cargo |
| 4. port | d. a natural area of a country which is protected by the government |
| 5. national park | e. exploiting things or people in order to do business and make a profit |
| 6. commercialisation | f. workers who do practical work |

3

Chairing a meeting

Audio





The managers of a manufacturing company are planning to build a new factory in Vietnam. During a meeting they discuss the potential locations. Listen to their meeting and make notes on the next page on the advantages and disadvantages of each option.

Ho Chi Minh City	Hanoi	Danang
<i>developed infrastructure; low land rent</i>		



4

Useful expressions

Put the following expressions into the correct categories on the next page. Listen again and tick the expressions that you hear.

- | | |
|--|---|
| <input type="checkbox"/> 1. Are you all in agreement? | <input type="checkbox"/> 2. As you all know, we are here today to discuss ... |
| <input type="checkbox"/> 3. Can you be a little more specific? | <input type="checkbox"/> 4. Does everyone agree with ...'s point of view? |
| <input type="checkbox"/> 5. Does everyone know ...? | <input type="checkbox"/> 6. How do you feel about that? |
| <input type="checkbox"/> 7. I'd like to thank you all for coming at such short notice. | <input type="checkbox"/> 8. I'd like you all to meet... |
| <input type="checkbox"/> 9. I want to move on to the next item on the agenda. | <input type="checkbox"/> 10. Is there anything we've missed out? |
| <input type="checkbox"/> 11. Just to summarise the discussion so far, ... | <input type="checkbox"/> 12. Let's come back to this issue later. |
| <input type="checkbox"/> 13. Let's move on to the first item. | <input type="checkbox"/> 14. So, to sum up, ... |
| <input type="checkbox"/> 15. What's your view on that? | <input type="checkbox"/> 16. What exactly do you mean? |
| <input type="checkbox"/> 17. What other options can we look at? | <input type="checkbox"/> 18. Would you like to start us off? |
| <input type="checkbox"/> 19. You can see from the agenda the different issues that we need to look at. | <input type="checkbox"/> 20. So, to summarise, ... |



Welcoming/thanking the participants:

Introducing a new participant:

Stating the objective and purpose:

Inviting/asking for opinions:

Asking for clarification/explanation:

Widening the discussion:

Summarising the discussion:

Checking agreement:

Sticking to the agenda:

5

Practice

You are the chairperson of a meeting. What would you say in the following situations?

1. A new colleague, Mr Costa, is present at the meeting. Not everybody knows him.
2. You are going to discuss potential locations for your new office. State the purpose of the meeting.
3. You want to start discussing the first item on the agenda.
4. Sarah should begin the discussion of the item because it is her field of expertise.
5. Sarah says that Berlin is the better option 'logistically'.
6. Clara thinks that Milan would be a bad option. Andrew knows Milan very well.
7. You feel that there may be another suitable location which has not been discussed.
8. The issue has not been fully discussed but there is not much time left and the other issues need to be discussed.