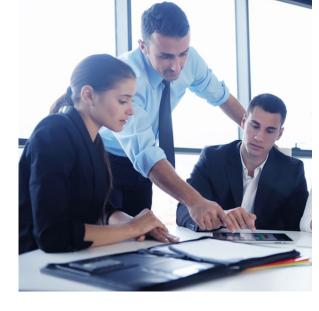


CHAIRING A MEETING







Scan to review worksheet

Expemo code: 18CA-G1VE-ZVJ1



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:

 infrastructure
 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





CHAIRING A MEETING

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
developed infrastructure; low		
land rent		



CHAIRING A MEETING

4

Useful expressions

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

1. Are you all in agreement?	2. As you all know, we are here today to discuss
3. Can you be a little more specific?	4. Does everyone agree with's point of view?
5. Does everyone know?	6. How do you feel about that?
7. I'd like to thank you all for coming at such short notice.	8. I'd like you all to meet
9. I want to move on to the next item on the agenda.	10. Is there anything we've missed out?
11. Just to summarise the discussion so far,	12. Let's come back to this issue later.
13. Let's move on to the first item.	14. So, to sum up,
15. What's your view on that?	16. What exactly do you mean?
17. What other options can we look at?	18. Would you like to start us off?
19. You can see from the agenda the different issues that we need to look at.	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'.
- Clara thinks that Milan would be a bad option. Andrew knows Milan very well.
- You feel that there may be another suitable location which has not been discussed.
- The issue has not been fully discussed but there is not much time left and the other issues need to be discussed.

