Module: English

Branch: Marketing and banking

Level: master one

Lecture: Meetings

A) - Word combination with "meeting":

-Arrange -Set up	Organize a meeting	
-fix		
-Bring forward	Make a meeting earlier than originally decided	
-Put back	make a meeting later than originally planned	
-postpone		
-cancel	Not have a meeting after all	
-Run	Be in charge of meeting	
-chair		
-attend	Go to a meeting	
-miss	Not go to a meeting	

<u>Practice one:</u> replace the underlined expressions with appropriate forms above verbs, in some cases more than one verb is possible:

A meeting of the Tennis Club Committee was (1) <u>organized</u> for 1 March, but not everyone could (2) <u>go to</u> it, so it was (3) <u>delayed</u> until March 31. One committee member said that this was too late, so eventually we (4) <u>moved</u> it to March 15. The chairperson (5) was <u>in charge</u> of it very efficiently, and we decided on some new membership rules. Only one committee member (6) <u>did not go to</u> the meeting.

1)	2)	3)
4)	5)	6)

B) Types of meetings:

Meetings come in all shapes and sizes, of course. Here are some types:

- 1- Chat (informal discussion) with colleagues at the coffee machine.
- 2- **Brainstorming** among colleagues: where as many ideas possible are produced quickly,to be evaluated later.
- 3- **Project meeting/ team meeting** of employees involved in a particular activity.

- 4- Department /departmental meeting.
- 5- Meeting with suppliers, for example to negotiate prices for an order.
- 6- Meeting with customer, for example to discuss a contract.
- 7- Board meeting: an official, formal meeting of a company's directors.
- 8- Annual general meeting / (AGM); annual meeting (AmE): where shareholders discuss the company's annual report.
- 9-EGM: extraordinary general meeting: shareholders' meeting to discuss an important issue such as a proposed merger.

Practice two: look above. At which type of meeting would you be most likely to hear each of these things?

- I'm pleased to announce another good year for shareholders of this company
- I know this sounds crazy, but how about giving away 100,000 free samples?
- Things in the sales department are getting out of control. We should all start making a real effort.
- So, you think you can provide 10.000 a month at a unit cost of £4.90?
- Have you heard? Suzane is being fired: apparently her sales figures aren't good enough ⊗.
- That's a deal then. Looking forward to working with you. I'm sure you won't be disappointed.
- Amazingly, we're ahead of schedule on this project.
- I recommended to shareholders that you accept Mega book's offer for our company.
- As you know, Megabook wants to buy this company. As chief financial officer, what do you think of their offer, saleem?