

Module: English

Branch: Finance and International Trade

Level: master one

Lecture: Meetings

A) - Word combination with 'meeting':

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

Practice one: 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) organized for 1 March, but not everyone could (2) go to it, so it was (3) delayed until March 31. One committee member said that this was too late, so eventually we (4) moved it to March 15. The chairperson (5) was in charge of it very efficiently, and we decided on some new membership rules. Only one committee member (6) did not go to 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**: a 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?