



# 32 Business Meetings

The aim of this lesson is to make the students use the key vocabulary and target expressions in a more natural manner.

## Language Point

<b>I'm excited.</b>	<ul style="list-style-type: none"> <li>- I'm thrilled.</li> <li>- I'm motivated.</li> <li>- I'm delighted.</li> </ul>	 
<b>Done!</b>	<ul style="list-style-type: none"> <li>- No problem!</li> <li>- As you wish!</li> <li>- Consider it done!</li> </ul>	
<b>Understood.</b>	<ul style="list-style-type: none"> <li>- I understand.</li> <li>- I see.</li> <li>- I know.</li> </ul>	
<b>Happy to do so</b>		

## Key vocabulary

congratulate	scope of	on the road	productivity
foster	internal competition	leave it to	performance metrics

## Part 1

### I. INTRODUCTION

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Business meetings allow people to **keep tabs on** the company's **recent activities** and **operations**. Oftentimes, meetings are held in the office, but with the **emergence of video conferencing apps**, people can now easily attend a meeting anytime and anywhere.



### II. PRESENTATION

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#### A. Expressions

	Questions:
<b>I'm excited.</b>	<ul style="list-style-type: none"><li>Are you enthusiastic about joining meetings and expanding your knowledge about your work?</li></ul>
<b>Done!</b>	<ul style="list-style-type: none"><li>Do you keep track of your team's performance metrics?</li></ul>
<b>Happy to do so</b>	<ul style="list-style-type: none"><li>What was a recent task you happily accomplished at work?</li></ul>

## B. Dialogue

Practice the dialogue with your teacher.

**Greg:** I want to congratulate you on your recent promotion and discuss your new responsibilities.

**Maggie:** Thanks very much. I'm excited to expand my scope of work.

**Greg:** In your new role as manager, I want you to run the staff meetings.

**Maggie:** Sure, happy to do so. Which meetings are you referring to?

**Greg:** The weekly sales meeting, the monthly product review meeting, and the quarterly performance meeting.

**Maggie:** Done! Will you be attending them as well?

**Greg:** When I'm in town I'll join, but I want to spend more time on the road for business development.

**Maggie:** Understood. If it's okay with you, I'd like to ask the staff to present individual performance metrics at the meeting. I think it'll increase productivity if we foster a little internal competition.

**Greg:** I leave it to you. It's your show.

**Maggie:** Thanks, I'll keep you posted on follow-ups from the meetings you miss.

## Q & A!



- In your opinion, how often should organizations conduct internal meetings?
- Why is it important to actively participate in business meetings?
- What are some common reasons meetings don't start on time?

Part 2

**III. PRACTICE**

Use the newly learned vocabulary and expressions in the following practice exercises.

**A. Let's Get Back to Work**

Directions: Express your opinion about the following situations.



Talk about a time you had an important presentation at work.

Give the following details:

- when it was
- what your preparations were
- how satisfied you were with the result.



Recall the last time you attended an online business meeting.

Talk about:

- what app you used to join
- where you were at that time
- how it was different from a face-to-face meeting.

## B. Let's Talk!

*Directions:* Write an invitation letter for an upcoming business meeting. Include the time of the meeting, the meeting agenda and the place it will be held.

Dear \_\_\_\_\_,

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Sincerely,

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## C. Role-Play

# Role-Play



Conduct a business meeting with your new team.  
Plan how to boost your team morale and set goals  
to improve your team's performance.

Use the vocabulary and expressions you have learned.