

# Talking Business - Meetings

## 1) Setting the Agenda

### Useful Phrases

On the agenda today is ....

OK everybody, thanks for coming.

Just a few things on the agenda.

Let's keep this meeting brief.

Right then, let's get down to business.

Firstly/First of all, secondly, thirdly, finally, ....

Any other business (AOB).

### **Example Conversations:**

1) Right then, let's get down to business. On the agenda today for our public relations meeting are - the research project, the launch of the website, the timeline for press releases, and the secretary of the year award. Are you happy with these points?

2) OK everybody, thanks for coming. Let's keep this meeting brief, really just a few things on the agenda. First of all, as you can see, the news on the book re-launch; and secondly, the office move; and finally, we will have a little time for any other business.

## 2) Interruptions

### Useful Phrases

First of all, ...

Can I just ask you ...?

Sorry to interrupt, but ...

I feel strongly that ...

I don't think we have any choice.

Any other thoughts?

### **Example Conversation:**

Bob: First of all, the book re-launch. I just wanted to remind everybody that we will be re-launching the travel books with new modern covers, and that this is going to happen at the beginning of next month. It's important that we get this right.

John: Actually Bob, can I just ask you – sorry to interrupt, but can I ask you about those dates, because I thought that this was going to be published the month after next, and I understand that everybody has their dates, but I feel strongly that we're doing this too quickly.

Bob: Well, are there any other thoughts on that?

Carrie: I don't think we have any choice about it. If the radio programs are going out at the beginning of next month, we should launch the books at the same time if we're going to have any sales impact.

### 3) Agreeing and Disagreeing

#### Useful Phrases

**I just wanted to see what kind of feedback you got.**

**I strongly disagree.**

**Actually, I think Bob is right.**

**I'd be much happier if ...**

**Speaking as an editor, ...**

#### **Example Conversation:**

Bob: About the office move - as you know, the plans have been on the wall near the main exit for a week. I just wanted to see what kind of feedback you got.

Tim: Yeah, Bob, I'm sorry, but I strongly disagree with the new floor plan. I think it's divisive to separate the secretaries and the assistants from the editors and managers. I'd be much happier if they could be located together.

Carrie: Actually, I think Bob is right. I've been chatting with some of the secretaries and they're keen to sit in the same area, and, speaking as an editor, I think I'd like to be with other editors so that we can share ideas with each other. So I think Bob's floor plan is good.

### 4) Any other business (AOB)

#### Useful Phrases

**Any other business.**

**I would like to say something.**

**If that's all right.**

**That sounds good.**

**That's all.**

**Anything else?**

**There are some conflicts in the schedule.**

#### **Example Conversation:**

Bob: OK - any other business?

Will: Yes, I would like to say something. An illustrator came in last week, and I think she's very good and it would be wise to put her on our books.

Bob: OK.

Will: I would like to present her portfolio later this week. If that's all right...

All: That sounds good...

Bob: Yes, I'll look forward to seeing those. Right, I think that's all. Anything else?

All: No.

Bob: No? OK. We'll have another meeting next week, but there are some conflicts in the diary so I think the best thing is if I send an e-mail with the date of the next meeting to you all.

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Suggested video: <https://www.youtube.com/watch?v=TR0JZiapxXM>

Some useful vocabulary for meetings:

- 1) a schedule
- 2) a timetable
- 3) a tight schedule
- 4) a planner
- 5) a fixed work schedule
- 6) a flexible work schedule
- 7) to have shifts
- 8) a nine-to-five job
- 9) to be self-employed
- 10) to work for yourself
- 11) full-time
- 12) part-time
- 13) opening hours
- 14) opening times
- 15) business hours
- 16) alternate (adjective)
- 17) to alternate (verb)
- 18) staggered
- 19) to show up
- 20) away
- 21) off
- 22) to cover for
- 23) back-to-back
- 24) a break
- 25) to be ahead of schedule
- 26) to be behind schedule
- 27) to be booked in
- 28) to cancel
- 29) to reschedule
- 30) a time slot
- 31) works for you
- 32) to be fully booked
- 33) to be completely booked
- 34) an available slot
- 35) a walk-in (noun)
- 36) to walk in (verb)
- 37) last-minute
- 38) last-minute cancellation
- 39) to squeeze in
- 40) to be double-booked
- 41) a no-show
- 42) to be early
- 43) to be on time
- 44) to be late
- 45) to make something
- 46) to pencil in
- 47) an invitation
- 48) a plus one
- 49) RSVP
- 50) ASAP

Source: [https://www.youtube.com/watch?v=gTKY\\_THGTQo](https://www.youtube.com/watch?v=gTKY_THGTQo)