

Unit 4 At a Meeting

教学目的与要求：

1. 了解基本会议有关的商务英语词汇。
2. 掌握会议计划的基本方面。
3. 掌握主持会议，提出建议，请求别人给予意见，同意及否定别人意见的英语表达方式。

教学重点与难点：

会议举行有关词汇，计划筹备会议召开，主持会议，意见的表达。

本章课时分配：

Part I Warm-up 和 Part II Listening and Speaking：1 学时

Part III Language Focus：1 学时

Part IV Viewing and Speaking：1 学时

Part V Case Analysis：1 学时

教学步骤、方法与手段：

Part 1 Warm-up

- Ask Ss to recall some meetings they've attended
- Get Ss to brainstorm the relevant information.
- Have a few Ss report what they've come up with in class.
- List the information on the board.

Part 2 Listening and speaking

Task 1 Formal and informal meetings

	Formal/Informal	Signal sentences
Extract 1	Formal	Good afternoon, I'd like to call the meeting to order. First of all, let's discuss...
Extract 2	Informal	Ok, everyone is here. So, why don't we start with...
Extract 3	Informal	Right, you know why we've here. Maybe we should do it like this...
Extract 4	Formal	Welcome to BCG, and to what I am sure will be the

		beginning of a major new alliance. Today our purpose is to...
Extract 5	Informal	Right, let's get down to business. I suggest we deal with that...
Extract 6	Formal	Well, gentleman, it's a pleasure to be here today I'd like to start with...

- Divide the class into pairs.
 - Instruct Ss to compare formal and informal meetings from the following perspectives: the ways of greeting the other meeting attendees, the expressions used for introducing the issues, the presenter's tones, etc.
- Ask one or two Ss to report to the class the differences they've found.

Hints:

In informal meetings, the presenter may begin with expressions like "Ok" or "Right" whereas in some formal meetings, "Good morning/afternoon" is often used for greeting and the presenter usually opens the meeting with expressions like "I would like to...", "welcome to...", "[it's a pleasure to ...]", etc. to start the meeting. Furthermore, in formal meetings, the tone of the presenter can be casual and relaxed.

Task 2 How to take meeting minutes

Recording the proceedings of the professional meeting can be a challenging task. If you are asked to take notes for the meeting, here are some tips that can help you do a good job..

- First, arrive at the meeting ahead of schedule. Find a good seat in the middle of the group where you can hear everyone speak plainly. Be sure your pen or pencil works if you take notes by hand or check to see if the laptop provided for this purpose is plugged in and working as needed.
- Second, consider using a tape recorder, which will help you ensure accuracy in transcribing proceedings, if you use such equipment, arrange to have it on hand at the time and location of the meeting, and be sure the equipment works properly by testing it before the meeting begins.
- Third, use a consistent format, The usual criteria include the meeting's name, location, date, and starting as well as ending time. Also mentioned at the top of your list are the names of attendees.
- Fourth, follow the agenda. If an agenda was posted or distributed before the meeting, cover each of its points in your minutes.
- Fifth, be concise. Rather than writing each word that everyone says, just catch the highlights. Also, find out whether attendees wish to be identify by name or prefer to be kept anonymous.
- Sixth, list specific outcomes. Important actions should be listed separately to catch readers' attention. Check previous minutes to follow similar organization.
- Seventh, after the meeting, write a meeting report from your notes. Sign your name at the bottom of the last page of the minutes. Describe the final copy of meeting minutes to everyone who attended as well as absentees.

It is also important to organize all meeting minutes in a standard file so that it can well serve as future reference.

Part 3 Language Focus

Follow-up practice

- Divide the class into groups, with one chairperson in each group.
- Get Ss to role-play the meeting according to the situation, referring to the outline.
- Ask a group to role-play the meeting in class.
- Have other Ss comment on their performance and give suggestions for improvement.

Part 4 Viewing and Speaking

Video 1 why are we here?

Pre-viewing

- Divide the class into pairs.
- Arouse Ss' attention to the problem confronting the company.
- Ask Ss to discuss what a manager should do before and during the meeting and work out the proposed procedure of the meeting.
- Have a few Ss share their ideas with the class.

Hints:

- 1) before the meeting, I would collect the statistics of the recent sales. The objective of the meeting and the agenda should be set. Moreover, I would inform the participants of the date, place, time, agenda, and objectives of the meeting and prepare all the files that need to be distributed to the attendees.
- 2) During the meeting, I would first present the purpose of the meeting. Besides, I would focus on the main issues and give every attendee a chance to contribute. A summary should also be made at the end of the meeting,

Post-viewing

Divide the class into groups. Ask Ss to list some points that the chairperson does badly and give the following tips as guidance if necessary.

- Does the chairperson
- Prepare well for the meeting?
- Explain the purpose of the meeting?
- Present an agenda?
- Listen to the others?
- Rearrange relevant reports?
- Try to encourage all members to give their opinions?
- Have a few Ss report to the class.

Video 2 what can we do?

Pre-viewing

- Divide the class into small groups.
- Get Ss to choose five most important tips for a successful meeting and at the same time, state their reasons.
- Encourage Ss to argue if they don't agree with other members' choices.
- Ask two or three group representatives to present their views in class and the rest to judge whether their selections are convincing enough.

Post-viewing

- Divide the class into groups, with one chairperson in each group.
- Get Ss to role-play the meeting.
- Walk around the classroom to check whether Ss can use appropriate language.
- Invite one group to act out their meeting in class.
- Ask the rest of the class to comment on whether the chairperson in this group organizes the meeting well and whether this is a successful meeting.

Part 5 Case Analysis**Teaching tips:**

- Divide the class into small groups.
- Ask each group to attend a different meeting, take minutes, and analyze it. Each student should have a share in the group work.
- Ask Ss to refer to the tips mentioned in the Task 2 of Part 2 to ensure effectiveness when taking meeting minutes.
- Remind Ss to take into consideration the facts listed in Pre-viewing of Task 2, Part 4 when deciding whether the meeting is productive or not.
- Ask each group to put together a report.
- Have each group make a presentation in class.
- PPT or handouts are preferred for the presentation.