

Workplace meetings



Word list

chair = person who runs meetings.

agenda = written plan for a meeting.

minutes = writing that tells what happened at a meeting.

secretary = person who writes down what happens at a meeting.



Watch - Observe

Meetings are part of a process (a planned way of doing things).

Listen and watch for these steps:

1. plan (people think and talk about what needs to happen)
2. give notice (let everyone know when and where)
3. use meeting procedures (keep meetings fair and on time)
4. take action (follow up – do the things that were agreed on).

How do people show that they want to speak at your meetings?



When do we use it? Context

Many workplaces have meetings once a week. They can be held to:

- make plans
- keep up to date with what's happening
- encourage cooperation among the workers.

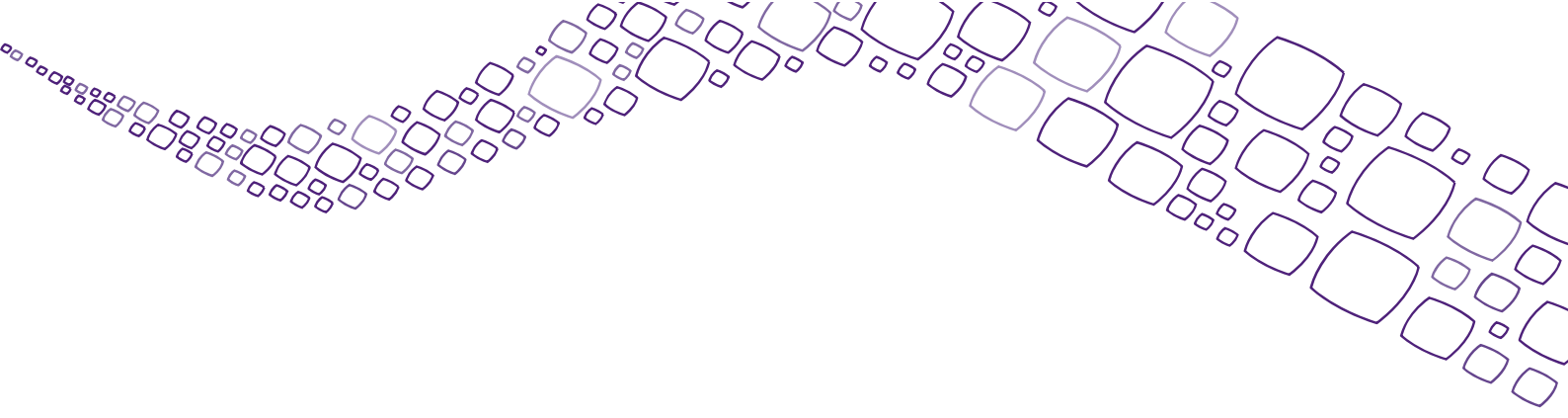
History

People who work together always have meetings.

Sometimes people meet sitting under a tree.

At other times they meet inside with written minutes.





Workplace meetings



Do

Start using them yourself.



Talk about – Discuss

When English is not your first language, it can be hard to speak up in an English-speaking group.

If you have something you want to say, you can tell your Manager before the meeting and ask them to help you explain it.



Do

You'll often hear people use the words below in a meeting.

Ask someone at work to help you understand their meanings:

• moved _____

• seconded _____

• carried _____

• actioned _____

Notice when doctors, nurses and government people use these words during a meeting.

Start using them yourself.





Write

Write what they mean in your own words:

moved

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seconded

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carried

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actioned

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time frame

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agenda

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.....

ORAL COMMUNICATION
• LEVEL 2 •



Watch - Observe

Notice when people use these words.

