

Meetings

Lenguaje necesario para participar en una reunion en inglés

Structure

Meetings vocabulary

Important words in meeting

Preferences

Choosing correctly

Agreement

How to agree or disagree with someone.

Diplomatic English

How to avoid being direct

Expressing Opinions

Sharing your opinions

Concluding a meeting

Useful tips and etiquette



15 mins

Optimal meeting time

73%

Number of people who work on "other things" in meetings

\$400 billion

Cost of bad meetings in the US per year

Meeting Procedure Vocabulary



Agenda

The agenda of a meeting is a list of points to be discussed

Chairperson

The person responsible for organizing a meeting.

Meeting Procedure Vocabulary



Items

The points to be discussed are called items.

Venue

The place or location where the meeting is organised.

Meeting Procedure Vocabulary



Small talk

Polite conversation about unimportant or uncontroversial matters.

To open

To start or begin a meeting.

Examples Sentences

For most meetings, the **chairperson** usually organises everything beforehand: setting a date, choosing a **venue**, deciding on the various **items** for the **agenda** and so on.

On the day itself, the participants usually make **small talk** until the meeting formally begins. When the chairperson **opens** the meeting, they will often follow a set procedure.

Example sentences:

Meeting procedure

Meeting Procedure Vocabulary



Ballot

A private vote, usually in writing

General Business

The main, most important of the meeting.

Meeting Procedure Vocabulary



Show of hands

A visual way to show your vote in a public setting.

Minutes

Minutes are an official record of actions that occurred at a meeting.

Meeting Procedure Vocabulary



For or against

An expression that means
"pro or contra".

To welcome

To greet someone in a polite
manner.

Firstly, the chairperson **welcomes** all the participants who are present and gives **apologies** for absence for those who are not. If necessary, the **minutes** of the previous meeting are approved and then the chairperson will go on to what is called **general business**.

This consists of items set out in the agenda, and these are normally the key issues to be discussed. Depending on the type of meeting, items can be dealt with in different ways. Sometimes participants only need to give opinions and sometimes they'll be asked to **vote** either **for** or **against** an idea.

This is sometimes done with a **ballot** or by a **show of hands**.

Example sentences:

Meeting procedures

Meeting Procedure Vocabulary



Action point

Next steps to be undertaken after the meeting is finished

Any Other Business

A dedicated time to discuss other items after the General Business is finished

Meeting procedures

Once the general business has been dealt with the chairperson might ask the participants if there are any other points they'd like to discuss, often referred to as **any other business (AOB)** When this is done the chairperson will close the meeting. If decisions have been made about further action to be taken, **actions points** will be assigned to the different participants.

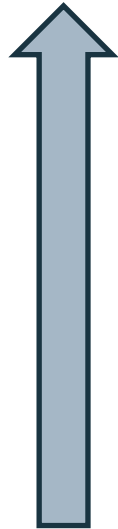
Agreement and disagreement.

Expressing your point of view concisely.



Agreeing

Expressing yourself concisely



Strongly agree

I couldn't agree more.
Absolutely!
I totally agree.

Agree

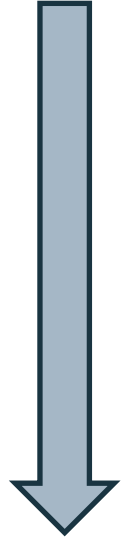
You're right.
I agree.

Partly agree

You're right up to a point but ...
I agree with you up to a point, however...

Disagreeing

Expressing yourself concisely



Disagree

I disagree
I'm not sure (that) I agree
I don't agree.
I don't think that's right
I'm not convinced

Strongly disagree

I totally disagree
I disagree wholeheartedly

Giving Opinions

Expressing yourself in style

Basic Expressions

1. In my humble opinion this is not the best idea.
2. I honestly feel (that) Spain is a great place to live.
3. I'm totally in favour of having a 3-day weekend.
4. In my view the best choice for the project is Brian.
5. If you ask me, Lilah is a fantastic candidate.
6. I genuinely believe (that) Spanish wine is the best in the world in terms of value for money.
7. I truly reckon (that) Nadal is the greatest tennis player ever.

Remember, the key point here is to avoid using "think"



Giving Opinions Advanced Expressions

- The way I see it *tal como lo veo yo*
- As far as I'm concerned *en lo que a mí respecta*
- If it were up to me *si fuera por mi*
- I'm pretty sure (that) *Estoy bastante seguro,*
- I'm convinced (that) *Estoy convencido que*



Stating a preference

Choosing in style.

Preferences



I'd prefer

I'd prefer pizza **to** pasta

I'd prefer relaxing **to** working

I'd prefer to be in the Bahamas

I'd rather

I'd rather eat pizza **than** pasta

I'd rather relax **than** work

I'd rather be in the Bahamas

Preference in questions

Would you **rather** win 1000 today **or** 1 million in a year?

Would you **prefer** to go on holidays in Malaga **or** Santander?

Would you **rather** go skiing **or** go diving?

Would you **prefer** a cup of coffee **or** a glass of orange juice?

Preferences

Question form

Conceding and Countering

The following expressions and phrases are all used to react to statements and opinions that you don't agree with. Instead of bluntly dismissing a statement it is often more effective to object tactfully or agree reluctantly.



Diplomatic English

Conceding & Countering

Conceding & Countering



Translations

PHRASE	SIGNIFICADO
I understand where you're coming from, however...	Entiendo su punto de vista, sin embargo...
I'm prepared to lower my expectations but...	Estoy dispuesto a rebajar mis expectativas pero...
That's not exactly how I look at it.	No es exactamente como lo veo yo.
I'd have to disagree with you there	Discrepo contigo en este punto.
I'm afraid that doesn't work for me.	Me temo que no me vale
I see what you mean but...	Entiendo lo que quieres decir, pero ...
Unfortunately, I'd have to agree with you.	Desafortunadamente, tengo que darte la razón.
That is a fair suggestion	Es una sugerencia valida/razonable.

Diplomatic English

Dealing with questions



Have you reached an agreement on the Saudi contract yet?
Not yet There are still one or two things we need to discuss.

But you've had 6 months to discuss them already.
True. Six months does seem like a long time, but Arabs are very cautious.

Mm. Hasn't the fact that ours is the cheapest tender helped at all?
To some extent. But they'd like the first construction phase completed by July.

July! But then that's going to create all kinds of problems.
Hopefully not. We've rescheduled things and it might just be possible.

Diplomatic English



Dealing with questions

So, we lost all record of our accounts when the network went down, did we?

No quite. Just the last 6 months

I see. I suppose it's too late to do anything about it now?

Not necessarily. There might still be a way of getting into some of the files.

What I don't understand is why the accounts dept didn't back up the system.

Yes I know. This is the standard procedure.

Does that kind of thing happen a lot?

Not as a rule. It was just one of those things.

Diplomatic Expressions



Negative responses

Hopefully not
Not yet
Not quite
Not as a rule
Not necessarily
Not really
Not entirely

Hedging

It depends
Yes and no
On the whole, yes
Not if we can help it.
Not as a rule
Not necessarily
Not entirely

Closing a meeting

Useful expressions



Closing a meeting

Wrapping up

- It looks like we're running out of time, so I guess we'll finish here.
- I think we've covered everything on the agenda.
- I believe that'll be all for today.
- In no one has anything else to add, then I think we'll wrap this up.
- I'm afraid we're going to have to cut this meeting short. I've just been informed of an urgent issue.

Remember that we always use contractions when speaking



Concluding



Useful Expressions

- In summary, in conclusion
- To summarise, to conclude
- Wrapping up, finishing up.

Remember that “resume” is a false friend. It means “to continue”

Concluding questions

- Is there anything else we should consider?
- Does anyone one have anything else to add?
- Are there any final questions?
- Does anyone have any questions?

Thanks!

Does anyone have any questions?