

# Lesson 78

## Who wants to take the minutes?

**Target:** Having a conversation about meetings.

### Vocabulary

単語

### Meetings



### Related vocabulary

- |   |  |                                       |
|---|--|---------------------------------------|
| - a <b>boardroom</b> / a <b>conference room</b> | - to <b>put forth a motion</b> to...             | - to <b>implement</b> (a change)      |
| - to be <b>confidential</b>                     | - to <b>vote on...</b> / <b>the casting vote</b> | - to <b>address...</b>                |
| - to be <b>absent</b>                           | - to be <b>unanimous</b>                         | - to <b>allocate...</b>               |
| - to be <b>punctual</b>                         | - to be <b>up in the air</b>                     | - to <b>collaborate on... with...</b> |
| - to <b>take the minutes</b>                    | - to <b>reach a consensus on...</b>              | - to <b>bring up a grievance</b>      |
| - to <b>commence...</b>                         | - to <b>have a show of hands</b>                 | - to <b>designate... as...</b>        |
| - to <b>brainstorm...</b>                       | - to <b>outline objectives</b>                   | - to <b>adjourn...</b>                |

### Conversation

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**1** Use the questions below to have a conversation with your partner about the topic

#### Partner #1: Questions

1. Are people in your company usually punctual in regards to meetings?
2. Where is the conference room at your company?
3. Do you usually discuss confidential information in meetings?
4. What happens if you arrive after the meeting has commenced?
5. What was the last topic you brainstormed about?
6. Do you usually decide things by a show of hands?
7. How often do you have to take the minutes? Do you like being the scribe?
8. Have you ever been absent from a meeting? What happens if you miss a meeting?
9. Does it normally take people in your company a long time to reach a consensus on things?
10. What should you do before you adjourn a meeting?

#### Partner #2: Questions

1. What are some projects that you have collaborated with other people on?
2. What's the last topic you voted on?
3. What are some changes that your company is going to be implementing soon?
4. What's the process for bringing up a grievance at your company?
5. Have you ever been designated as the chairman of a meeting?
6. What was the last motion someone put forth at your company?
7. What's something that's still up in the air at the moment?
8. How much money has your boss allocated to your department this quarter?
9. What problems are your company currently addressing?
10. Have the attendees at a meeting you attended ever made a unanimous decision? What was it on?

**2** Complete one or more of the situations below

- 1. Role play:** Partner #1&2: Role-play having a meeting with your partner on one of the following topics:  
A) office renovation      B) sales      C) party plan      D) cutbacks
- 2. Interview:** Interview your partner about the last meeting they attended.
- 3. Speech:** Describe the last meeting you attended using reported speech.
- 4. Debate:** You think big meetings are better, but your partner thinks smaller ones are better.