

Top ten words to remember – Meetings

- 1) **Agenda (noun):** A schedule of the subjects to be covered in a meeting.
- 2) **Action point (noun):** A task which needs to be completed by someone against a particular timeframe.
- 3) **Item (nouns) on the agenda:** A particular topic to be discussed at a meeting.
- 4) **Minutes (noun):** The written record of the meeting.
- 5) **Minutes taker (noun):** The person who records the meeting.
- 6) **Any Other Business (AOB):** An opportunity to review subjects which were not on the agenda – at the end of the agenda.
- 7) **Chairperson (noun):** The person managing the meeting.
- 8) **Convene (verb):** To set up/arrange a meeting.
- 9) **Proposal (noun) to propose (verb):** A new plan or idea, typically written and submitted as an agenda item. Stronger than a **recommendation** and much stronger than a **suggestion**.
- 10) **Unanimous:** When everyone agrees on the proposal.



Your Grammar for meetings – Reported Speech

When: We use reported speech to describe what somebody has said.

Business English context: We use reported speech to talk about what was said in a discussion or phone call. It is also used in writing minutes for a business meeting.

What: You need to make a number of changes when turning direct speech into reported speech. You often need to change the pronoun ('I' to 'she', for example) and the tense. A '**good rule of thumb**' is to go one tense back into the past.

Tense changes:

- 'Will' becomes 'would'.
- 'Must' becomes 'had to'.
- 'Can' becomes 'could'.
- 'Should' does not change.
- 'May' becomes 'might'.
- The present simple becomes the past simple.
- The present continuous becomes the past continuous.
- The past simple and present perfect become the past perfect.
- The past continuous becomes the past perfect continuous.
- Remember if you are reporting a question that starts with a verb use '*if*' or '*whether*'.

Example: 'Have you finished those reports?'

RS: He asked if you had finished those reports.

What is a talking shop?

A talking shop is a meeting where people just talk and talk with no structure or clear direction. There are no coherent actions and overall the meeting is a waste of time!

Types of meeting

Brainstorming session: A type of meeting in which participants are encouraged to think creatively.

KIT Meeting: Keep in touch meeting – for example an informal team meeting once a week. No minutes required.

KICK OFF Meeting: A meeting designed to start a new project.