

Meetings

Before you watch

A

Work in pairs. Discuss the questions about relationships at work.

- How often do you go to meetings at work?
- How long do the meetings usually last?
- What is the atmosphere like in the meetings?
- Are the meetings well organised or not? Why?
- Are the meetings productive? Why? Why not?

Video

A

Watch the first part of the video and choose if the sentences are true (T) or false (F) based on Prad's response to the question *How important is it to have regular meetings with your colleagues?*

Prad thinks that meetings are very important because colleagues need to ...

1. interact. T / F
2. get to know each other. T / F
3. work very closely. T / F
4. have the opportunity to meet socially. T / F
5. be part of a close-knit team. T / F

B

Watch the next part of the video. Make notes on each speaker's response to the question *What would you do to improve meetings at your company?* and match the parts to make sentences.

- | | |
|---|---|
| 1. Make sure that meetings have a clear ... | a. can eat during the meeting. |
| 2. Ensure that the people attending a meeting are ... | b. to stop the meeting becoming a social event. |
| 3. Have meetings where everybody stands up ... | c. objective of what is to be achieved. |
| 4. Order some food so that people ... | d. empowered to make decisions. |

C

Watch the last part of the video and tick the comments that the speakers make about the organisation of meetings.

- | | |
|--|--------------------------|
| 1. The organisation of meetings varies from company to company. | <input type="checkbox"/> |
| 2. Meetings are generally effective in large corporations. | <input type="checkbox"/> |
| 3. You can control smaller meetings and stick to the agenda. | <input type="checkbox"/> |
| 4. You can drown in a meeting with a lot of people. | <input type="checkbox"/> |
| 5. Some companies have meetings for the sake of having meetings. | <input type="checkbox"/> |
| 6. Most large meetings are very formal. | <input type="checkbox"/> |

Language focus

A

Write the words and phrases into the correct columns to describe positive and negative aspects of meetings.

boring	clear agenda	close knit team	focused	ineffective	irrelevant
just a social event		lacking focus	motivating	unnecessary	unprofessional
		well-organised	worthwhile		

Positive	Negative

B

Match the words and phrases to the sentences about meetings.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. agenda 2. collaborate 3. close-knit team 4. goal 5. motivate 6. communicate | <ol style="list-style-type: none"> a. This can be the result when people all help and support each other in meetings. b. Meetings should make people want to do something well for the common good. c. Meetings should have a list of things to be discussed. d. Meetings should have an opportunity for people to work together jointly on projects. e. People can share or exchange information, news or ideas in meetings. f. All effective meetings need to have a clear objective. |
|---|---|

Communication focus

A

Work in a small group or with a partner and discuss what makes an effective meeting. Mention some of the following if you wish:

- the agenda
- a clear goal
- not too long
- positive atmosphere
- opportunities to work together
- team-building

Useful language

- *An effective meeting should ...*
- *There needs to be ...*
- *It's good if ...*
- *It's important (not) to ...*