

Meetings vocabulary suggestions practice

Choose a problem from the left-hand column or using the vocabulary at the bottom, ask for a suggestion, listen to the suggestion, respond, discuss for longer if you like, then take turns doing the same.

● I'm going to be attending a board meeting for the first time. ● I don't know how to use PowerPoint. ● My boss is always rambling. ● I think I have too many points/ items on the agenda but don't know what to drop. ● My colleagues won't stick to the agenda. ● I can't take notes and contribute to the meeting at the same time. ● I have to write up the minutes of the meeting in English for the first time. ● The small talk at the beginning of the meeting takes up almost fifteen minutes. ● We never reach a consensus. ● Some people don't take part in the meeting. ● The most important person can't attend. ● If I ask for a show of hands, most people don't vote for either option. ● Most of the meetings I go to are just to rubber stamping decisions made prior to the meeting. It's a waste of time and really demotivating! ● I can't bear haggling over prices. ● I can't focus if I don't have a fag break/ coffee break/ toilet break/ comfort break every hour. ● AGM/ shareholder's meeting ● deadlock ● (too) direct/ indirect ● indecisive ● interrupt/ interruption ● kick off/ get the ball rolling ● longwinded ● (sitting) on the fence ● online meeting ● overrun ● quorum ● split vote ● sticking point ● venue ● verbal agreement	● ... is best avoided. ● ... would (probably/ certainly) help. ● ...is generally a good idea/ the right thing to do. ● ...is not a good time to ● ...is to be avoided. ● ...supposed to... ● A good suggestion is to... ● Avoid... ● Be prepared for/ to... ● Be sure to... ● Don't be surprised if ● Don't expect to... ● Don't forget to... ● In general,... ● It is best to ● It is common/ normal to... ● It is usually better to... ● It isn't considered positive to... ● It isn't recommended to... ● Make sure you... ● Most people would advise... ● One recommendation is to... ● Remember to... ● The most important thing is to... ● The normal system is... ● The standard way of...is to... ● Under no circumstances should you... ● Whenever possible, ● Without exception, you should... ● You can expect... ● You may (also) want to... ● You should make sure that... ● You'd better....
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When your teacher stops you, share one good suggestion and see if the class agrees. Then brainstorm language for responding positively and negatively.