

Business Lesson

The Role of the Chair

Start and end the meeting.

Introduce objectives, agenda

Introduce speakers.

Define time limits for contribution.

Control discussion, hear all views.

Summarize discussion at key points

Ensure that the key decisions are written down by the secretary.

Ensure that decisions and conclusions are clear and understood.

Define actions to be taken and individual responsibilities.

The Role of the Secretary

Obtain agenda and list of Participants

Inform participants and check:

-room, equipment, paper, material

- refreshments, meals, accommodation, travel

The Role of the Participants

Study subjects on agenda, work out preliminary actions.

If necessary find out team or department views.

Prepare own contribution, ideas, etc.

Vocabulary

- 1. Minute - written report of what was said in a meeting.**
- 2. Participants - people who attend the meeting.**
- 3. Objectives - the purpose or intention of the meeting.**
- 4. Agenda - list of items to discuss in a meeting.**
- 5. Chair - person who controls the meeting.**
- 6. Postpone - change the date of a meeting to a later date.**
- 7. Adjourn - to have a break in a meeting.**

Let's Talk

- 1. Why is it important to know roles when attending a meeting?**
- 2. In a meeting, do you think it's necessary that all the participants have the chance to say what they will say? Why? Why not?**
- 3. Controlling emotion is one of the focal point in handling and attending a meeting. Why?**
- 4. As a participant in a meeting, do you think it's necessary to study the agenda? Why? Why not?**
- 5. Do you think general consensus is significant in a meeting? Defend your answer.**