



## Wrapping Up

A meeting comes to an end because of different reasons, such as, time may run out, or all of the items in the agenda may be checked off. Some meetings will end earlier than expected and others will run late, or may be cut short due to an unexpected problem or circumstance. Here are a variety of ways to adjourn a meeting:

### Useful Expressions:

- I think we've covered everything on the list.
- I guess that would be all for today.
- It looks like we've run out of time, so I guess we'll finish here.
- Well, look at that ..... we've finished ahead of schedule for once.
- If no one has anything else to add, then I think we'll wrap this up.
- I'm afraid we're going to have to cut this meeting short.  
I've just been informed of a problem that needs my immediate attention.

## Reminders

Even after the closing remarks, there is almost always one last thing to say. A chairperson might end the meeting and then make a last-minute reminder. Instructions for cleaning up the room may also be mentioned.

## Useful Expressions:

- I almost forgot to mention that we're planning a staff dinner next month.
- Oh, before you leave, please make sure to sign the attendance sheet.
- Could I have your attention again? I forgot to mention that anyone who wants to take home some of this leftover food is welcome to.
- If you could return your chair to Room 5 that would be appreciated.
- Please take all of your papers with you and throw out any garbage on your way out

## Thank You's and Congratulations

The end of the meeting is also the time to thank anyone who has not been thanked at the beginning of the meeting, or anyone who deserves a second thank you. Congratulations or Good-luck can also be offered here to someone who has experienced something new, such as receiving a promotion, getting married, or having a baby.

## Useful Expressions:

- Before I let you go let's all give a big thank you to Chris for baking these delicious cookies.
- Again, I want to thank you all for taking time out of your busy schedules to be here today.
- As you leave today, don't forget to wish Suzy luck on the weekend. The next time you see her she will be happily married.
- Most of you probably already know this, but Nelson's wife just gave birth to a baby boy.

## Follow Up

In the closing remarks, the chairperson, or participants may want to discuss the date and time for the next meeting, when the minutes will be available, or when a decision should be made by.

## Useful Expressions:

- We'll meet again on the first of next month.
- If anyone has any questions about anything we discussed today, feel free to send me an e-mail.
- I'll send out a group e-mail with the voting results.
- The minutes of the meeting will be posted as of tomorrow afternoon.

## Sample Closing Remarks:

**Claire:** I think we've covered everything on the list. So, if no one has anything else to add, then I think we'll wrap this up. Oh, before you leave, please make sure to sign the attendance sheet. And if you could return your chair to Room 5 that would be appreciated. Again, I want to thank you all for taking time out of your busy schedules to be here today. If anyone has any questions about anything we discussed today, feel free to send me an e-mail.

## VOCABULARY

adjourn ~ close a meeting

run out of time ~ to have no more time left

cut short ~ to stop suddenly/unexpectedly before the end

participant ~ person who attends and joins in on an event

wrap up ~ to finish

closing remarks ~ last thoughts spoken in a meeting (*i. e. reminders, thank yous*)

## COMPREHENSION CHECK

Are the following statements True or False?

1. A meeting must not be cut short whatever problem or circumstance occurs.
2. The chairperson should not mention anything unrelated to the meeting in the closing remarks, such as congratulating someone for their promotion, having a baby or getting married.
3. During the closing remarks, the person holding the meeting should introduce new staff members or guest speakers.
4. Reminders are typically announced after all of the items on the agenda have been covered.
5. The chairperson or participants may discuss the date and time for the next meeting in the closing remarks.
6. It is not necessary to thank the attendees of the meeting.
7. After the closing remarks, the chairperson is no longer allowed to make any reminders anymore.
8. All attendees need to sign the attendance sheet before they leave.

- \_\_\_\_\_ 9. The minutes of the meeting must be available immediately after the meeting.  
\_\_\_\_\_ 10. Meetings may end earlier than expected, but should not run late.

### LET'S TALK

1. How often do you have meetings at work?
2. At work, do the meetings you have usually end as arranged, earlier than expected, or run late?
3. Have your meetings been cut short due to some unexpected problems or circumstances?  
What are the usual problems or circumstances?
4. Are snacks and refreshments served during your meetings?
5. Is it common in your culture to congratulate someone for their promotion, having a baby, or getting married at the end of the meeting?
6. In your country, does the chairperson of the meeting thank people in the opening remarks or in the closing remarks?

### PRACTICE

Make a closing remarks using the useful expressions you've learnt from wrapping up, giving reminders, saying thank you's and congratulations and making follow up statements.