Making Meetings Effective

ENGLISH BELL®
online

Characteristics of an Effective Business Meeting

1. There is written agenda.
2. Clear objectives- known to everyone.
3. Respect for the time available/ time planning
4. Good chair- effective control
5. Emotions are kept under control.
6. Good preparation
7. Everyone gets to say what they need to say.
8. Reaching objectives

Language Checklist:
• Opening the Meeting
- Thank you for coming…
- It's ___ o'clock. Let's start.
- We've received apologies from…
- Any comments on our previous meeting?
• Introducing the Agenda
- You've all seen the agenda…
- On the agenda, you'll see there are three items.
- There is one main item to discuss

• **Stating Objectives**

- **We're here today to hear about plans for…**
- **Our objective is to discuss different ideas…**
- **What we want to do today is to reach a decision…**

 Introducing discussion

- **The background to the problem is…**
- **This issue is about…**
- **The point we have to understand is…**

Calling on a Speaker

- **I'd like to ask___ to tell us about…**
- **Can we hear from Mr/Ms___ on this?**
- **I know that you've prepared a statement on your Department views…**

Controlling the Meeting

- **Sorry ___, can we let Ms___ finish?**

- **Henry we can't talk about that.**

• **Summarizing**

- **So, what you're saying is…**
- **Can I summarize that? You mean…**
- **So, the main point is…**

• **Moving the discussion on**

- **Can we go on to think about…**
- **Let's move on to the next point…**

• **Closing the Meeting**

- **I think we've covered everything.**
- **So, we've decided…**
- **I think we can close the meeting now.**
- **That's it. The Next meeting will be…**