

## *Live Lesson Notes*

# Meetings

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### What you will learn

1. Useful Links
2. Vocabulary
3. Toolbox
4. Visualisation / Meditation
5. Idioms

## Some useful Links

Watch and read this **full lesson on MEETINGS here**

<https://keithspeakingacademy.com/ielts-speaking-topic-lesson-meetings-vocabulary>

### Running Effective Meetings

<https://www.mindtools.com/CommSkill/RunningMeetings.htm>

### Tool box - Google Dictionary by Google

<https://chrome.google.com/webstore/detail/google-dictionary-by-goog/mgijmajocgfcbeboacabfgobmjgjoja?hl=en-GB>

Improve your Pronunciation for IELTS with this app - ELSA

<http://bit.ly/ElsaxEnglishSpeakingSuccess>

An exclusive offer for my students from ELSA:

<https://elsaspeak.com/inf/englishspeakinguccess/>

Click to get a complete **Mock IELTS** Test.

<https://takeielts.net/the-path-to-success-in-the-ielts-test/>

Use the CODE: **keith10** to get a 10% discount.

Find a teacher on **italki** so you can start practicing all the language you are learning here. Practice is the key!

<https://bit.ly/IELTSSpeakingitalki>

Follow me on **social media**

<https://www.facebook.com/keithspeakingacademy>

<https://www.facebook.com/groups/KeithIELTSMastermind/>

<https://www.youtube.com/channel/UCiVm8XcbwS8-pcDEa5IFXIA>

# IELTS Speaking Vocabulary: Meetings

*Here is some useful vocabulary for this topic.*

To meet

To have a meeting (*formal*)

To hold / call / schedule a meeting (*formal and you organise*)

To attend a meeting

To meet up (*informal - with friends*)

To get together (*informal - with friends/family*)

To have a get together = *family and friends gathering for a dinner / a party*

*When it comes to running a good meeting, organisation is important - here are the phrases you need to know:*

- To set an agenda
- To follow the items on the agenda
- To stick to the agenda = *follow*
- To chair a meeting = *to organise the discussion*
- To take the minutes = *to take official notes*
- To jot down some notes - *take informal notes*

To give / voice an opinion

To put back to a later date = *to postpone a meeting*

## **Different kinds of meetings**

*If a meeting is only for colleagues within the same company, we call it,*

An internal / in-company meeting

*When you meet colleagues or customers for the first time, we can say,*

- First meeting
- Introductory meeting
- Initial meeting
- Get-to-know-you meeting

*Other types of meeting might include the following:*

- Status updates = give an update on your work activity
- Recurring meetings = happens on a regular basis
- A follow up meeting (e.g. with potential customers)
- Team-building meetings
- A virtual meeting = an online meeting = *a Zoom meeting*
- A face-to-face meeting

*When specifying the activity of a meeting, we can say,*

- Problem-solving meetings
- Brainstorms
- Decision-making meetings
- Information sharing meetings

## **Adjectives to describe meetings**

*When a meeting is good and with a positive outcome, we can say,*

Successful

Valuable = *very useful*

Fruitful = *beneficial (with a good outcome/result)*

Productive

Constructive

*When a meeting doesn't go well and doesn't have a good outcome, we can say,*

Difficult = *hard work and no clear result (maybe due to personality clashes, disagreements)*

Stormy = *very difficult*

Fruitless = *no result*

Inconclusive = *no conclusion*

Pointless = *without meaning*

## What makes a successful meeting?

*Here are some ideas on what can make a meeting a successful one:*

Listening carefully  
Being participative  
Working as a team  
Having a well organised and enthusiastic chair (person)  
Having a clear and shared agenda  
Having a clear purpose / goal / outcome

*Find more guidelines and useful language about running an effective meeting here:*

<https://www.mindtools.com/CommSkill/RunningMeetings.htm>

## Tool box

Chrome extension - Google Dictionary (by Google)

This tool sits in your Chrome browser and when you are on a website, you can click on any word and it gives you the definition and pronunciation.

<https://chrome.google.com/webstore/detail/google-dictionary-by-goog/mgijmajocgfcbeboacabfgobmjgcoja?hl=en-GB>

# Speaking Meditation and Visualisation

[Click here to experience this meditation / visualisation](#)

## Idioms to talk about meetings

*To begin a meeting we can say,*

- Let's **get the ball rolling**
- Let's **get down to business**
- It's time to **roll up our sleeves**

To **have your work cut out** = *to have a difficult task to do*

To **get to the point** = *to say what you mean directly*

Don't **beat around the bush** (=ramble), please **get to the point**

*When it comes to working as a team we can say,*

- **Put your heads together** = *to work together*
- **Work hand in hand** = *collaborate*
- **Two heads are better than one** = *teamwork is a good thing*
- We are **on the same page** = *we agree*
- We **see eye to eye** = *we agree*

**Blue sky thinking** = *Original or creative thinking*

There are many phrases to say - *To begin again from the beginning*

- To **begin from scratch**
- To **go back to the drawing board**
- To **go back to square one**

To **call it a day** = *to finish*

This is a long meeting, I think it is time to call it a day. Thanks for coming.