



Live Lesson Notes

Meetings

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Some useful Links

My IELTS Speaking Gold course

<https://keithspeakingacademy.com/ielts-band7-gold-yt>

How to Run Effective Meetings

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

Running Effective Meetings Video

[Click to watch](#)

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<https://www.youtube.com/@EnglishSpeakingSuccess>

Warm Up

Fill in the gaps with one word

- 1) Can we meet _____ on Tuesday at 4pm?

- 2) We need to _____ the agenda for this meeting

Answers at bottom of PDF

IELTS Speaking vocabulary: Meetings

To meet someone

To have a meeting (*formal*)

- To **meet up** (*informal - with friends/colleagues*)
- To **get together** (*informal - with friends/family, colleagues*)
- To have a **get-together** = *family and friends gathering for a dinner / a party*

*Let's **meet up with** your family for a meal on Friday and then we can **get together** with my family the following day.*

- To **touch base with** someone = *to meet and get up to date*
- To **catch up with** someone = *to get the latest news*

I want to touch base with you about the project deadlines, do you have time today?

If you are organising a meeting at work you can say,

to **hold** a meeting

to **call** a meeting

to **host** a meeting

to **set up** a meeting

to **schedule** a meeting

To **attend** a meeting = to go to a meeting as a participant

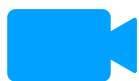
What makes a successful meeting?

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

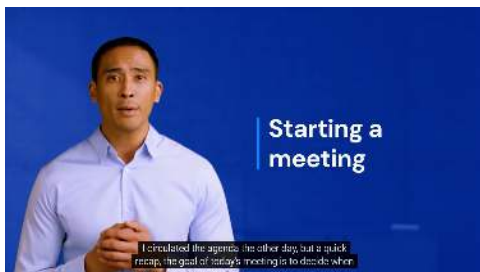
- Having a well organised and enthusiastic chair (person) - smiling, **good mood**, good attitude,
- Having a clear and shared **agenda** (= *meeting plan*)
- Good organisation
- Having a **clear purpose** / goal / outcome
- Have a **results-oriented approach**
- Setting the **ground rules** (= *basic meeting rules*)
- Good **time management**
- Getting everyone involved
- Listening carefully
- Being participative
- Working as a team
- **Sticking to the agenda**

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

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



VIDEO CLIP



Watch the start of this meeting.

1) Do you think this is going to be a **productive** or **useless** meeting?

2) Watch again and note any useful language, collocations.

Answers at bottom of PDF

When it comes to running a good meeting, organisation is important - here is some useful language you need to know:

- To **set an agenda**
- To **circulate an agenda**
- To **follow the items** on the agenda
- To **stick to the agenda** = to *follow*

- To chair a meeting = *to organise the discussion*

- To take the minutes = *to take official notes*

- **Save your questions** to the end
- **Chip in with** (= *contribute*) your questions any time
- **Chime in with** (= *contribute*) your questions any time

Idioms about meetings

To begin a meeting we can say,

- Let's **get the ball rolling**
- Let's **get down to business**
- Let's **kick off**

To get people ready to start and do some hard work, we can say,

- It's time to **roll up our sleeves**

To keep people focussed we can say,

- Don't **beat around the bush**, please **get to the point**.
- **Let's get down to brass tacks.**

To beat around / about the bush

= to be indirect

To go around the houses

= to be indirect

To get to the point

= to be direct (in your speech)

To get down to brass tacks =

To get to the important details

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

- **Put your heads together** = *to work together*
- **Work hand in hand** = *to collaborate*
- **Two heads are better than one** = *more people, more ideas*

To end a meeting we can say,

- Let's **wind up** here
- Let's **wrap up** the meeting
- Let's **call it a day.**

IELTS Speaking: How to describe meetings

Adjectives to describe meetings

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

Successful
Valuable
Fruitful
Productive
Constructive

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

Pointless = *without meaning*
Fruitless = *no result*
Difficult = *hard work and no clear result (maybe due to personality clashes, disagreements)*
Inconclusive = *no conclusion*

IELTS Speaking pronunciation and listening skills

VIDEO CLIP



Watch this person describing a meeting he has just attended.

- 1) Did the person feel happy about the meeting they attended?
- 2) Would he change anything?

Answers at bottom of PDF

Notice Sentence Stress

- Without stress (sounds robotic)

*That was the most boring and fruitless meeting I have ever been to.
Talk about long-winded. I thought he would never shut up.*

- With stress (conveys meaning more clearly)

*That was the most boring and fruitless meeting I have ever been to.
Talk about long-winded. I thought he would never shut up.*

Notice contractions (on unstressed words)

*That was the most boring 'n' fruitless meeting **I've** ever been to.
Talk about long-winded. I thought **he'd** never shut up.*

*I mean, did we really need six people in the room and **it'd've** been helpful if **he'd** shared the agenda beforehand.*

In spoken English we usually use contractions of auxiliaries when they are not stressed. See below.

Stressed	Unstressed Contraction	Phonetics of contraction
I have got	I've got	/aɪv gɒt/
I have been	I've been	/aɪv biːn/
I had been	I'd been	/aɪd biːn/
I would have been	I would've been I'd've been	/aɪ wʊd ə biːn/ /aɪdə biːn/
It would have been	It would've been It'd've been	/ɪt wʊd ə biːn/ /ɪtədə biːn/

Watch the clip again and listen for the sentence stress and contractions

Full script below

Full Script

That was the most boring and fruitless meeting **I've ever** been to. Talk about long-winded (=too long). I thought **he'd** never shut up.

He just went around the houses, beating round the bush and to be honest I don't even know what the point of the meeting was.

I mean, did we really need six people in the room and **it would've** been helpful if **he'd** shared the agenda beforehand.

I'll tell you what, next time, I hope he organises his time better, you know, just don't let people ramble on.

To be honest, **I would've** been better off, if **I'd** stayed at my desk.

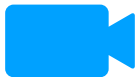
ANSWERS

Warm Up

Fill in the gaps with one word

1) Can we meet **_up, again, you_** on Tuesday at 4pm?

2) We need to **_arrange, discuss, set, fix, decide, prepare_** the agenda for this meeting



VIDEO CLIP

Watch the start of this meeting.

1) Do you think this is going to be a **productive** or **useless** meeting?

ANSWER:

It will probably be productive, as there is a clear purpose, and the organiser is well prepared and communicates effectively.

2) Watch again and note any useful language, collocations.

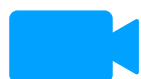
Meetings: Useful Phrases

Welcome everyone. I **circulated the agenda** (=to share) the other day, but a **quick recap** (=summary), the goal of today's meeting is to decide when the product launch meeting will be, and everyone's role in that launch.

For new members of the team, some **housekeeping** (=important logistic information about the room and meeting) first. The toilets are on the 2nd floor, we will be having lunch together after this meeting in Lucky Star café. Can I also just **set some ground rules**, please no eating in the meetings, and feel free **to chip in** (= to contribute) **with any questions** as we go along. No need to wait till the end.

Jack will **take minutes** (=take meeting notes) and also be our **timekeeper**, and I am obviously **the chair**. OK, let's kick off, the first item on the agenda is...

A **chair** = a person who manages the meeting
To **chair** = to manage a meeting



VIDEO CLIP

Watch this person describing a meeting he has just attended

- 1) Did the person feel happy about the meeting they attended?
- 2) Would he change anything?

Answers:

1) No

2) Yes,

Ask the chair to control time better and don't let people ramble (=to talk without goal)

Also circulate the agenda before the meeting.