

## Lesson 36: Business Meeting 1 (Attending a Meeting)

By Xandra

### 1. Dialogue

First, repeat after your tutor. Then, practice each role.

Kaori and her business partners are having a meeting. They will be discussing matters about the factory.

Kaori: Good morning, everyone. I'd like to thank you for coming to the meeting.

Mr. Anderson: Hello Kaori. Could you tell us what's on today's agenda?

Kaori: Well, the purpose of this meeting is to talk about safety issues in the factory. We are also going to decide if we should hire more factory workers.

Mr. Anderson: Before we start, I just want to say that I think Mr. Smith should be in the meeting too. After all, he's the factory manager.

Kaori: (Looks around the conference table) What do you all think? Should we ask Mr. Smith to join us?

Mr. Jones: Yes. I agree with Mr. Anderson.

Ms. Brown: We should definitely include him.

Kaori: Very well. Let's **bring him in**.

### 2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. Mr. Lee is **bringing in** some engineers from Japan.
2. Jack's wife works as a part-time teacher. She **brings in** about \$400 a week.
3. Do you think we should **bring Mr. Smith in** for this project?

\* **bring in ~ / ~を参加させる、~を導入する、(金額や利益などを)もたらす**

### 3. Your Task

You are in a business meeting. The executives are exchanging ideas on how to solve a problem in the factory. The discussion is taking a long time and there are still more topics in the agenda. Politely stop the discussion. Tell the executives (=your tutor) that this topic will be taken up again in the next meeting, and then announce they must proceed to the next item in the agenda.

### 4. Let's Talk

What are the dos and don'ts in a business meeting?

Is it easy for you to express your thoughts in a business meeting? Explain your answer.

Are you comfortable in a formal meeting? Would you rather have informal meetings? Explain your answers.

### 5. Today's photo

Describe the photo in your words as precisely as possible.



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