

Lesson 37: Business Meeting 2 (Organizing a Business Meeting)

By Xandra

1. Dialogue

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

Kumiko is organizing a meeting. She's calling Mr. Kent to tell him about the date and time of the meeting.

Kumiko: Good morning, Mr. Kent. This is Kumiko from Mr. Wayne's office

Mr. Kent: Hello, Kumiko.

Kumiko: I have called to inform you that the board meeting will **take place** on the 8th of October.

Mr. Kent: The 8th? At what time?

Kumiko: It'll start at 1:00PM. Shall I confirm your attendance, sir?

Mr. Kent: Yes. I'll be attending the meeting.

2. Today's Phrase

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

1. When will the seminar **take place**?
2. Let me know where the celebration will **take place**.
3. The ceremony **took place** at the national park.

* **take place** / 行われる、開催される

3. Your Task

You are organizing a business meeting. You need to inform your boss (=your tutor) about the date, time and location of the meeting. Give him the information on the phone. You should ask him if he will attend the meeting or not.

4. Let's Talk

Have you organized a meeting in the past? Tell your tutor about it.

Do you like organizing meetings? Why or why not?

What makes a good meeting, and what makes a bad meeting?

5. Today's photo

Describe the photo in your words as precisely as possible.



Image courtesy of nenetus / FreeDigitalPhotos.net