

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

By Xandra

1. Dialogue

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

Kumiko was given the task of organizing the next board meeting. Her boss, Ms. Lane, is checking if everything's been arranged.

Kumiko: You called for me, Ma'am?

Ms. Lane: Yes. I want to talk about next week's board meeting. Have you **worked out** all the details?

Kumiko: Yes, I have. After sending out the memo, I called everyone to confirm their attendance. With the exception of Mr. Kent, everyone will be there.

Ms. Lane: I see. Have you reviewed the previous minutes?

Kumiko: Yes. I have also prepared the agenda.

Ms. Lane: Very good. Could you please also make sure that we have all equipment ready in the conference room. In the last meeting, you forgot to set up the refreshments table.

Kumiko: Yes, Ms. Lane. I'm sorry about that. Would coffee, fruit juice and tea be enough?

Ms. Lane: Yes, those are fine. By the way, did I mention that I'd like Perry White at the meeting too?

Kumiko: No, Ma'am, you didn't.

Ms. Lane: In that case, could you kindly notify him?

2. Today's Phrase

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

1. Jack couldn't **work out** the problem with the computer.
2. I need to know your decision by Monday. Do you think you can **work it out** by then?
3. UNICEF is trying to **work out** the escalating problems of the Syrian refugees.

* **work out** ~ / (問題など)を解く、解決する

3. Your Task

You are organizing a meeting, and you need the help of your co-worker (= your tutor). Politely ask her if she could help you. After she agrees to help you, give her the following tasks: 1) calling the maintenance guy to check the air conditioner in the conference room, 2) setting up a projector and white screen, 3) setting up a coffee/juice corner for the meeting. Use polite words as you mention each task.

4. Let's Talk

Is it easy to organize a meeting? Explain your answer.

What skills do we need to efficiently organize a meeting?

Talk about a business meeting that you recently attended.

Did you think it was organized well? Why do you say so?

5. Today's photo

Describe the photo in your words as precisely as possible.



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