HOSTING OR CHAIRING A MEETING

PART 1

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| No | Function | Expressions |
| Starting the meeting |
| 1 | Getting attention |  |
| 2 | Welcoming attendees. |  |
| 3 | Introducing yourself and other presenters in the meeting. |  |
| Introduce the topic and the items on the agenda. |
| 4 | Introduce the overall topic of the meeting |  |
| 5 | Outline the items on the agenda |  |

PART 2

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| Getting through the agenda |
| 6 | Introduce the first item on the agenda |  |
| 7 | Closing discussion on an item on the agenda |  |
| 8 | Moving on to the next item |  |

PART 3

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| Inviting attendees to participate |
| 9 | Inviting participation |  |
| 10 | Handing over to other attendees |  |

PART 4

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| Dealing with distractions and staying on topic |
| 11 | Interrupting politely | . |
| 12 | Moving a topic to another day |  |

PART 5

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| Summarizing and Concluding the meeting |
| 13 | Summarize key points |  |
| 14 | Concluding |  |
| 15 | Final questions |  |
| 16 | Closing |  |

Source: <https://www.youtube.com/watch?time_continue=101&v=vA-E7ryacmI&feature=emb_logo>