

# Session 3: Participating in a meeting

---

<https://www.youtube.com/watch?v=NEKZFA7L7Lg&t=33s>

# Introducing yourself

- Greetings
- Name
- Job title
- Responsibilities

Example:

- Good morning,
- My name is Gina Mares
- I'm the marketing manager here.
- I **handle** online advertising and web analytics/I'm **responsible for .../I take care of ..../I'm in charge of ....**

Let's practice:

1. Greet the audience
2. Say your name
3. Job title (e.g. marketing manager, production manager, product manager, brand manager, finance manager, HR manager, project manager)
4. I handle/responsible for/in charge of/take care of

Your turn?

# Making suggestions

- Think/opinion
- Suggestions
  
- I think, we ought to ....
- In my opinion, we should....
  
- I **think** we **ought to** give new clients a gift from the company
- In my **opinion**, we **should** make this product launching a priority this month.
  
- I **guess**, we **might** want to consider finding a new engineer for this.

Let's try:

1. (think, ought to) launch the new product next month.
2. (Opinion, should) invite the local government to the product launching
3. (guess, might) consider doing the product launching online

Your turn?

# Making strong suggestions

- Have to
- Need to
- Must
  
- There is **no doubt (that)** we **have to** improve the way we collect sales data.
- We **certainly need to** move our sales online in this time of crisis.
- I **believe**, we **must** improve the way we serve our customers.

Let's try

- A. Change our marketing strategy
  - B. Improve the capability of our sales force
  - C. Calculate in detail the production cost
- 
1. No doubt, have to
  2. Certainly, need to
  3. Believe must

Your turn?

# Expressing agreement /Showing approval

- I (absolutely) agree with .... (this idea).
- That sounds good.
- Let's go with this idea.
- I second this idea.

Let's try:

- A. Moving our sales online.
- B. Retraining our sales force.
- C. Invite local government and communities
- D. Move advertising in print media to online media

1. Agree
2. Sounds good
3. Go with
4. Second

Your turn

# Expressing Disagreement /disapproval

- To be honest, I'm **not sure** about .... (this idea)
- Good suggestions. **On the other hand**, I can see a few problems concerning sales decrease.
- I see your point. I have a **question** about a few points.
- I have a **different view** about ...
- I see it from a **different point of view** concerning ...
- I **don't see** how .... (this idea/it) will work.

Let's try

1. Budget cut
2. Reducing sales staff
3. Moving all advertising online
4. Postponing our product launching

Your turn?

# Asking questions

- Excuse me...
- I'm sorry...
- Can I say something?
  
- I have a question about .../concerning...
- Can I ask you something about ...?
- I would like to ask you about ...?
  
- Excuse me. I have a question about the budget cut.
- I'm sorry. Can I ask you something about the budget cut?
  
- Can I say something? I would like to ask you about the budget cut?

Let's try:

- A. Budget cut
  - B. Moving advertising online
  - C. Postponing product launching
  - D. Retraining our sales force
- 
1. (Excuse me, have a question ...)
  2. (I'm sorry, ask something about ...)
  3. (say something, would like to ask ...)

Your turn?

# Asking for clarification

- I'm sorry
- Excuse me
  
- Can you clarify ...
- What do you mean by ...
- Can you elaborate on ...
- I need more information about ...
  
- Can you clarify what you mean by retraining our sales staff?
- What do you mean by retraining our sales staff?
- Can you elaborate on retraining our sales staff
- I need more information about retraining our sales staff.

Let's try

- Moving our sales online
- Cutting our advertising budget on electronic media
- Inviting local government and communities to our product launching

1. Clarify...?
2. Mean ...?
3. Elaborate ...?
4. More information ...?

Your turn?



A decorative graphic consisting of several concentric, overlapping curved lines in shades of blue and green, forming a partial circular shape around the text.

Let's practice

# What do you say?

Introducing  
yourself (name,  
job title,  
responsibilities)

Making  
suggestions  
(should, ought to)

Making strong  
suggestions (need,  
have to, must)

Expressing  
agreement

Expressing  
disagreement

Asking for  
clarification

Asking questions

# Vocabulary notes

[https://www.youtube.com/  
watch?v=oBq-7-Lwls](https://www.youtube.com/watch?v=oBq-7-Lwls)

- Agenda
- Designate
- Minutes
- Motion
- Deliberation
- Conference call
- Brainstorm

- Collaborate
- Cast Ballot (Secret vs. Open)
- Show of hands
- Consensus
- Unanimous decision
- Proxy
- Wrap up
- Adjourn

# Communication strategies

- When giving opinions:
  - Say it clearly and confidently – I believe, I think, I'm sure ....
  - Back up your opinions with facts (search facts before you come to the meeting): According to our data of last month's sales, our sales decreased by 30%. So, I think we should .../ I think we need to ..../ I think we must ....
- When disagreeing with others, do it with respect, and do it for the sake of finding the best solutions.
  - Appreciating: I see your point.
  - Say your disagreement: I see it from a different point of view./I have a different view/I see some challenges concerning this idea.
- When an idea is not clear, ask for clarification:
  - What do you mean by .....?
  - Can you elaborate on what you just said?

# Cultural Notes

- Meeting invitation – RSVP (French. Répondez S’il vous plait) – Please respond – to confirm attendance
- Meeting Goal – when you attend a meeting, be sure to know what the meeting is about and what is the goal – prepare before coming to a meeting (your ideas/suggestions/solutions, reports what has been done, suggestion what to do, information needed)
- Meeting notes (Minutes of meeting) of the previous related meeting – to see what needs to be followed through – to monitor progress
- At the end of the meeting, there also a minutes – somebody is assigned to write down the key decision points.

Don't forget!  
To do the Post study assignment  
To do the pre-study assignment for  
the next topic

# Post Study Assignment

communication act. Record a one-minute speech act.

1. Expressing opinion (Give facts related to your opinion + express your opinion)
2. Showing your agreement to an opinion. (Restate the opinion you agree with. Express your agreement. Give fact to support your point).
3. Showing disagreement to an opinion. (Restate the opinion you disagree with. Express your disagreement. Back up your disagreement with supporting facts)
4. Asking for clarification. (Restate the statement you wish to ask for clarification. Ask for clarification, be specific with your question)