

The Meeting

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by Andy Boon

Book 4

Pocket Reader Series

SAMPLE

Halico
CREATIVE EDUCATION

Pocket Readers Overview

The 10-book business reader series tells the story of your first year working in the product marketing department of *ABC Convenience Stores*. The series looks at skills and strategies for being successful in interviews, the first week on the job, giving presentations, taking part in meetings, writing emails, entertaining business clients, going overseas on business, dealing with office conflict, launching new products, and mentoring new staff.

The Meeting

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SAMPLE

1. The Beginning

The story begins with you. Last month, you started work in the product marketing department of *ABC Convenience Stores*. Next week, you are going to **attend** your first business meeting. The aim of the business meeting is to discuss the partnership deal between the very famous fast food chain, *Underground Sandwiches* and your company, *ABC Convenience Stores*. On the 20th of this month, you will begin to sell ten of their most popular sandwiches in your stores.

There will be four **participants** at the meeting:

1. You

2. Ms. Igarashi, who is in charge of partner marketing for *ABC Convenience Stores*

3. Sally Harrison, the sales manager of *Underground Sandwiches* and,

4. John Turnbull, the marketing manager of *Underground Sandwiches*.

The director and deputy director of *ABC Convenience Stores* cannot attend the meeting. They will be out of the country on business trips. They really liked your presentation last week (*See Book 3*). Therefore, they have asked you to **chair** the meeting. They also want you to report the results of the meeting to them.

Today is Friday afternoon. The business meeting will be held next Wednesday morning. You spend time making an **agenda**. You write a list. You list the important items that the participants need to discuss about the partnership deal. You send the agenda by email to the participants of the meeting:

SAMPLE

AGENDA

Meeting:	Partnership deal: <i>ABC Convenience Stores</i> and <i>Underground Sandwiches</i>
Date:	Wednesday May 5th
Time:	10:00AM to 11:00AM
Room:	1201B
Attendees:	[<i>Your Name</i>], Y. Igarashi, S. Harrison, J. Turnbull
Items:	<ul style="list-style-type: none"> • Minutes of the previous meeting 1. <i>ABC Convenience Store</i> staff training 2. Promotion <ul style="list-style-type: none"> - <i>Underground Sandwiches</i> poster - ABC campaign 3. Problems with delivery <ul style="list-style-type: none"> - Shrimp and avocado • Other business

You are worried about the meeting. This is your first time to be the **chairperson** in a meeting. Friday night comes and you go to bed and sleep. Every night is a little bit closer to the business meeting. So, every night you dream about it. You dream about the business meeting. However, each dream is more like a nightmare. In these nightmares, you make a lot of mistakes. You wake up every morning, open your eyes, and feel bad. Then, you think, “Phew! It was just a dream!” However, you begin to feel more and more nervous about the business meeting.

2. The Nightmares: An Unsuccessful Business Meeting

2.1 Nightmare 1: No Agenda

You dream it is Wednesday morning. The meeting will start soon. You switch on your computer. You want to print a copy of the agenda for today's meeting. But, you cannot find it.

“I wrote an agenda last Friday,” you think to yourself. “I emailed it to everybody. Where is it?”

You search your computer. There is no agenda.

“Nooooo!” you cry. “Where is it? Where's the agenda?”

You search again. You still cannot find it. You run over to ask Ms. Igarashi. “Excuse me, did you get a copy of the agenda for today’s meeting? I emailed it to you on Friday,” you say.

“No,” she said. “I got nothing. Do you have one?”

“Err...,” you reply. “Yes, no. Just a moment.”

You run back to your desk. “Okay, I have time to make an agenda,” you think. You sit down and start typing on your computer. But then, Sally Harrison and John Turnbull arrive. Ms. Igarashi greets them. She looks at you. She wants you to hurry and

come over. You stand up from your computer and walk over. You greet them.

“Okay, this way to the meeting room.” Ms. Igarashi says.

You look back at your computer, but it is too late. You ask Sally Harrison and John Turnbull, “Did you get the email I sent on Friday with the agenda for today’s meeting?”

“No, sorry,” Sally says.

“No, nothing,” John says. “You have an agenda for us today, right?”

“Err..., not really!” you say.

“Oh!” John replies.

4. Language Focus and Tasks

4.1 Vocabulary #1

Read the following sentences. What do you think the words in **bold** mean?

1. Next week, you are going to **attend** your first business meeting.

2. There will be four **participants** in the business meeting.

4.2 Vocabulary #2

Read the definitions to the words in Task 4.1. Did you guess the meanings of the words correctly?

Attend:	(Verb) To go to something (for example - a meeting).
Participants:	(Noun) People who take part in something (for example - a meeting).
Chair / Chairperson:	(Verb / Noun) To lead or to be in charge of a meeting / The person who leads or is in charge of a meeting.
Agenda:	(Noun) A list of topics or issues to be discussed at the meeting.
Items:	(Noun) The topics that are listed on the agenda to be discussed at the meeting (Item 1, Item 2, Item 3 and so on).

4.3 Useful Language

1. Starting a Meeting

Okay, shall we begin?

2. Explaining the Purpose of the Meeting

Good morning everyone. The purpose of today's meeting is to discuss the partnership deal a little further.

3. Talking about the Minutes of the Previous Meeting

Here are the minutes of last month's meeting. Do you have anything you'd like to add?

This is our first meeting together, so there are no minutes of the previous meeting.

4.4 Reflection Questions

1. What did the new employee at *ABC Convenience Stores* dream about doing wrong in the business meeting? What nightmares did the new employee have?
2. How did the new employee chair the business meeting? Why was the business meeting successful?
3. Talk to a friend. What other things could happen to make a business meeting unsuccessful?
4. Talk to a friend? What other things could you do to make a business meeting successful?

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