

**ภาษาอังกฤษ**

**ม. ปลาย**

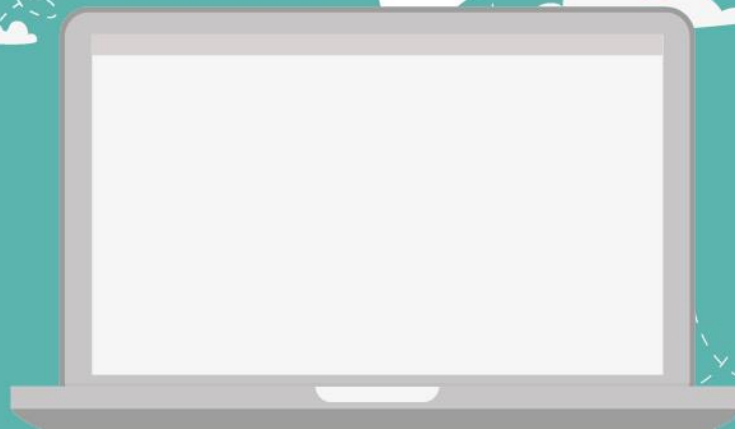
# Meeting Manners

**ครูพี่อณ**

A

B

C



# Meeting Manners



- 1. Meeting Introduction**
- 2. During the Meeting**
- 3. To End the Meeting**
- 4. Phrases to Avoid in Meetings**

# Meeting Manners

## 1. Meeting Introduction



# Meeting Manners

## 1. Meeting Introduction

**Begin a meeting and welcome the participants**

- Good morning/afternoon everyone.
- Since everyone is here, we can begin.
- Can we all welcome Nick, our new IT manager?
- I would like to extend a warm welcome to our VP of Sales, Ben.

# Meeting Manners

## 1. Meeting Introduction



After greeting them, introduce yourself:

“I’m [your name]. I’ll keep this meeting brief as I know you’re all busy people”

“I’m [your name] and I arranged this meeting because...”

# Meeting Manners

## 1. Meeting Introduction



Asking others to introduce themselves

“Let’s go around the table and introduce ourselves, [name] do you want to start?”

“Let’s introduce ourselves quickly - please state your name, job title and why you are here”

# Meeting Manners

## 1. Meeting Introduction

### Stating Objectives:

- Today, we are here to discuss last month's sales.
- I've called this meeting so we can review the most recent project.
- By the end of this meeting today, we should have completed...

### Introducing Agenda:

- Does everyone have a copy of the agenda?
- There are seven items on our agenda. Let's start from the beginning.
- If it's ok with everyone, I would like to start with the second point, last month's sales numbers.

# Meeting Manners

## 2. During the Meeting





# Meeting Manners

## 2. During the Meeting



### Clarifying or Repeating Points

- Was that clear to everyone?
- If we look at it from this perspective, does that make more sense?
- Can I make that easier to understand?
- I will repeat for clarification...
- Because these are important points, I will repeat them.

# Meeting Manners

## 2. During the Meeting

### Sharing an Opinion:

- I (really) feel that these sales figures are encouraging.
- If you ask me, I think that we should focus on...
- In my opinion, this idea is ...

### Asking for an Opinion:

- Do you agree with this initiative?
- I'd love to get some ideas from everybody
- Sue, could you share your opinion on these ideas?
- John, how do you feel about this marketing plan?

# Meeting Manners

## 2. During the Meeting



### Interrupting to Comment or Ask a Question

- May I have a word on this topic?
- If I may, I think that we should discuss this...
- Excuse me for interrupting, but could you clarify the marketing plan again?
- May I add something about last month's sales report here?

# Meeting Manners

## 2. During the Meeting

### Questions to Facilitate Discussion

- We haven't heard from you yet, John. Do you mind sharing your thoughts?
- What do you think about the numbers from last month?
- Would you like to add anything about these figures, Sue?
- John, what do you think about this?
- Does anyone have any comments on this point?
- Is there anything else anyone else would like to add?

# Meeting Manners



- ~~1. Meeting Introduction~~**
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# Meeting Manners

## 3. To End the Meeting



# Meeting Manners

## 3. To End the Meeting

### Participant Management:

- John, please be brief with your comments.
- Let's get back to the topic of marketing, shall we?
- We are not here to discuss marketing today.

### Time Management:

- We are running out of time for this meeting.
- Well, that is all the time we have for today's meeting, but let's discuss that next time.
- I'm afraid we've run out of time for today, but our next meeting will be Monday morning.

# Meeting Manners

## 3. To End the Meeting



### Summarizing:

- Before we go, let me summarize what we have decided on.
- To sum up the meeting, we discussed points A, B, and C.
- Shall I review today's important points?



# Meeting Manners

## 3. To End the Meeting

### Assigning Action Items

- We should really prepare these numbers for our meeting next week.
- Let's focus our attention on completing these changes in the marketing plan by Friday afternoon.
- Would you mind taking care of the report by Thursday morning?
- I look forward to your report at our meeting next week, Sue.

# Meeting Manners

## 3. To End the Meeting

### Thanking Participants for Attending

- I'd like to thank MARRISA and Cintia for coming over from Buenos Aires.
- Thank you all for attending/coming.
- Thank you for your input today
- Thank you all for your participation and I'll see you next Thursday.

# Meeting Manners

## 4. Phrases to Avoid in Meetings



# Meeting Manners

## 4. Phrases to Avoid in Meetings



“No one agrees with you on that”

“That is a secondary issue”

“I’m in charge here”

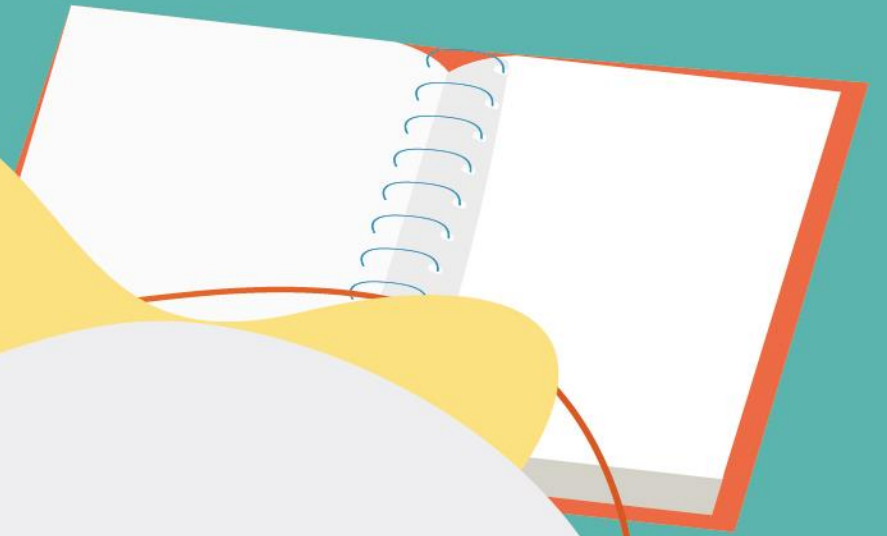
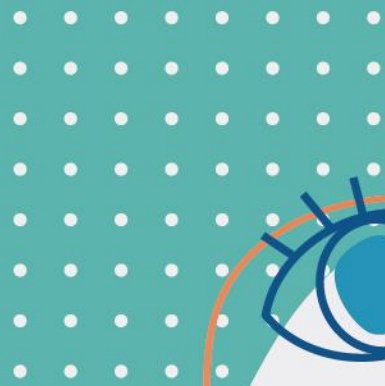
“Let’s have a follow up meeting”

# Meeting Manners



- ~~1. Meeting Introduction~~
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# Exercise



# Exercise

1. Which one should be in the introduction part?



- a. Does everyone have a copy of the agenda?
- b. I'd like to thank Linda and Yaya for coming over from Thailand.
- c. I'd love to get some ideas from everybody
- d. Would you like to add anything about these figures?

# Exercise

## 2. Which one should be in the ending part?



- a. Do you agree with this initiative?
- b. Let's introduce ourselves quickly.
- c. Would you mind taking care of the report by Monday morning?
- d. May I have a word on this topic?



# Exercise



3. We should get start/started.

4. We have/had many things to discuss at our next meeting.

5. We discuss/discussed many things at our last meeting.

6. We will pitch/pitching a sports recovery drink.

# Exercise

Meeting minutes

thinking to gather ideas

Meeting agenda

goals to accomplish

Absent

deal with; speak on

Address (v.)

finish

Brainstorm

the person who leads or presides at a meeting

Chairperson/ chair

list of objectives to cover in a meeting

Objectives

person who attends and joins in on an event

Participant

not present

Wrap up

a written record of everything said at a meeting

Confidential

private; not to be shared

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