INTRODUCTION TO BUSINESS ENGLISH: BUSINESS MEETING

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Vocabulary and pronunciation

• Agenda
• Would you like to take the minutes? A minute detail
• Let’s start the class at 2 pm (the usual time is 1.30) just in case the previous class overruns.
• Don’t be late; otherwise, you’ll be fined.
• The date was set. The marriage is in the 12th
• Short-sighted/near-sighted
• She has been having second thoughts about her wedding. = having doubts
Please note all of the **expressions (including the proper prepositions, etc.)** in all of the units. They will be useful for you later in the future meetings/tests.

1. Dari empat puluh orang yang saya wawancarai, 20 diantaranya menentang gagasan reklamasi.
   - English: **Out of 40 people** that I interviewed, twenty **of** them are/were **against** the idea of reclamation.

2. Sebagian besar karyawan menyetujui gagasan tersebut.
   - English: the majority **of** employees agree **to** the idea.
   - Most of the staffs **agreed with** the idea.
   - **According to, in accordance with, based on,**
• Do the Practice part, no. 1-6 in pairs (and pairs only, without asking other pairs for answers). Write the answers on a piece of paper.
• Time: 30 minutes
In pairs, study and discuss the expressions related to business meeting in the handout. Write the steps of the meeting procedure based on the subtitles/headings in the handout. **When you have finished, choose the expressions to go along with the procedure/steps.**

Watch the video. Identify and write down the expressions related to business meeting used in it.

Based on the video, compare steps in conducting a business meeting with the one inferred from the handout.
• Develop your own script of a business meeting (you can also use the agenda of mini-meeting 1 or 2), with a more complete version of the meeting. **Video-record** the meeting. Do the role play in groups (of 3-5 students) and submit it the **next 2 weeks** (so, next week is the independent study for you to complete the project).