

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)