



## Lesson 08: Meeting Preparation

### Warm-up Questions:

How often do you have meetings at work? What kind of meeting do you have?  
What is the most important thing to remember when preparing a meeting?  
In your team meeting, does everyone get an equal chance to speak?  
Finish the following sentence: Meeting is an opportunity to \_\_\_\_\_.

### Voc/Expressions:

Make ends meet  
Learn the ropes  
Keep in mind that...

Put something on hold  
Plan to...  
It has been... since...

### Practice:

How would you make ends meet if you lost your job?  
What do you need to keep in mind before disagreeing with someone in a meeting?  
What do you plan to do after you retire?  
How long has it been since you had a company dinner?  
How often does your project/meetings get put on hold? How does it make you feel?

**Activity:** Rank the following meeting problems from the worst to not that bad

### Common meeting problems:

- |                                |                                    |
|--------------------------------|------------------------------------|
| 1. Not finishing on time       | 5. Silent participants             |
| 2. Inability to make decisions | 6. Lack of follow through on tasks |
| 3. Key members absent          | 7. Personal attacks/gossips        |
| 4. Dominant participants       | 8. Boring/Low energy               |

### What are your biggest meeting pet peeves?

Ex: My meeting pet peeve is when...  
I don't like it when...

**Simulation:** Have a meeting and discuss how to solve the meeting problems from the above.