



## Lesson 09: Opening and Brainstorming

### Warm-up Questions:

How often do you have meetings at work?  
Do you think opening of a meeting is important? What should be included in the beginning of a meeting?  
How can you make a good first impression?  
What is the best way to build rapport?  
What are some good ways to brainstorm for ideas?

### Voc/Expressions:

Agenda	Time management	Building rapport
Mind-mapping	Assertive	Punctual

### Welcoming and building rapport:

Please help yourself to refreshments before we begin.  
How was your flight?  
Did you have any trouble getting here?  
It's a pleasure to meet you.  
Hello and thank you for coming?  
Hello, how is everyone doing today?  
I would like to thank everyone for coming?

### Stating the objective/items:

We are here to...	I've called this meeting to...
Today, we will...	The objective of today's meeting is to...
There are ____ items to go over today.	First, we will... Then, we will... Finally,...

### Asking/Getting clarification:

Does everyone understand?	Are we all on the same page?
What do you mean by...?	Do you mean...?
Could you tell us more about...?	Do you have any questions before moving on?

### Asking for suggestion/ideas:

Does anyone have a suggestion?  
What should we do?  
Bob, what do you think about...?  
John, how about you?

### Giving suggestion/ideas:

*I think... In my opinion... I believe...*

We should/have to/need to (do) something.

Why don't we (do something)?

I (strongly/really) recommend/suggest (something).  
(doing something).  
(we do something).