



## Lesson 10: Conducting Meetings

### Warm-up Questions:

How often do you have meetings at work? What kind of meeting do you have?

Do you think it's better to hold meetings in the morning, during the day, or at the end of the day?

What is the most effective way to maintain people's attention in a meeting?

### Voc/Expressions:

Show of hands

Unanimous

Time management

Meeting minutes

Inconsiderate

Consensus

Formality

Moving on

To conduct

Tension

Unwritten rules

By the book

### Practice:

What are common formalities in business?

Are there any unwritten rules in your office?

Do you think you are "by the book" or do you tend to "break rules"?

Describe someone who you think is inconsiderate and why?

**Office/meeting culture 101:** Create an office/meeting culture rule book with your partner.

- 1.
- 2.
- 3.
- 4.
- 5.