

LESSON NOTES

Advanced S1 #1

The English Meeting that Started it All

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#1

DIALOGUE - ENGLISH

MAIN

1. Chairman : Good morning everyone. I'd like to welcome you all as committee members for the 32nd annual International Relations seminar. Sarah, what's first on our agenda?
2. Sarah : We need to determine how frequently we will be holding these planning meetings, on what day they will occur, and at what time of the day.
3. Chairman : Traditionally, these meetings have been held Wednesday at noon, every other week. Any objections?
4. Sarah : I see no objections so the next meeting will be on Wednesday the 12th of September at noon.
5. Chairman : Down to business. As you all know, every year we coordinate the third-largest international seminar in the United States. This year it's been scheduled for the first week of March and our topic for this year is energy. Sarah built separate task lists for each of you to complete by the next meeting.
6. Sarah : If I may Mr. Chairman, these task lists are not comprehensive. They are more like descriptions of checkpoints we need to reach in the immediate future. Please use your best judgment to gauge how, when, and where to execute your duties within your respective responsibilities.
7. Chairman : Thank you Sarah. For all of you, Sarah will coordinate all the communication aspects of the seminar. If there's anything official you want communicated to the group or to the attendees, tell her.

VOCABULARY

Vocabulary English		Class
annual (British)	something that happens once a year	adjective
agenda	schedule	noun
committee	a formal group of elected people that focuses on investigating and taking action on a particular issue or range of issues	noun
objections	expressions or feelings of disapproval	noun
judgement	an opinion or conclusion	noun
occur	happen	verb
gauge	estimate or the amount of	verb
scheduled	describing something that has been planned	adjective
execute	put into effect	verb
guideposts	something that acts as guidance to a particular end point	noun
respective	relate separately to each of two or more things	adjective
seminar	a conference or other meeting	noun

SAMPLE SENTENCES

I signed up for an annual subscription to that magazine.	The company is having their annual party for all the employees.
What's on your agenda for tomorrow?	He forcefully expressed his objection to the current course of action.
I'll reserve judgement on that until later.	Things like that don't just occur by chance.
They needed to gauge the number of participants for the attendance records.	The scheduled topic was not discussed at the meeting.
The flight is scheduled to arrive at three o'clock p.m.	Our plans need to be executed with exactness.
These are just a few of the major guideposts as we go through the project.	They need to deal with their respective problems.
I'm going to a seminar next month.	

VOCABULARY PHRASE USAGE

Specifying meeting times

One of the routine parts of having a meeting is setting dates and times. This can be for major events or just for the next meeting. In the dialog, the example was for a meeting. Sarah said,

"I see no objections so the next meeting will be on Wednesday the 12th of September at noon."

The phrase structure is like this:

"The next meeting will be on" then you insert the (day of the week, like Friday)

If you're writing, you insert a comma after the day of the week. Next is the (date, as in the twenty-first).

After that is the preposition of followed by the (month) as in "of march."

Last is the preposition "at" followed by the time the meeting is scheduled to start. Altogether it becomes:

"The next meeting will be on (day), the . . . (date) of.. . (month) at ..."

If needed, you can add a location at the end using the preposition (in) followed by the location. For me, the key here is to remember that you shouldn't use the same preposition twice. If you do, then you've probably put things out of order.

"If I may,..."

This is a very polite phrase usually used by a subordinate to their superior.

"If I may,..." is used to ask permission because the verb "may" communicates the idea of permission. In this point it is different from "can" which expresses the idea of capability.

GRAMMAR

The Focus of this Lesson is the "-ate" Syllable

"As you all know, every year we coordinate the third-largest international seminar in the United States."

Many learners of American English stress the "-ate" syllable. However, the first syllable should be stressed (estimate), even if and "-ed" ("estimated") or "-ing" ("estimating") is added.

For example, it's **exaggerate** not **exaggerate**, **motivate** not **motivate**, and **congratulate** not **congratulate**.

The stress shifts to another syllable only when "-ion" is added ("estimation"). With practice, the pattern will become natural and automatic.

For example:

estimate	estimated	estimating	estimator	(estimation)
indicate	indicated	indicating	indicator	(indication)
coordinate	coordinated	coordinating	coordinator	(coordination)

Parts of Speech Tip

Sometimes "-ate" words are adjectives, nouns, and adverbs, as well as verbs.

Adjective with "-ate": "That's an accurate description."

Noun with "-ate": "He's a graduate of Harvard."

Adverb with "-ate": "Send the package immediately."

"It" adjectives, nouns, and adverbs with "-ate," the stress pattern is the same, but "-ate" sounds like the word "it."

Noun ("-ate" = "it")

"Here is a duplicate of the letter."

"He's going to give us an estimate."

Verb ("-ate" = "ate")

"I need to duplicate the letter."

"He's going to estimate the cost."

Verb	Add "-ed"	Add "-ing"	Noun/adjective	Add "-ion"
graduate	graduated	graduating	graduate	graduation
associate	associated	associating	associate	association
demonstrate	demonstrated	demonstrating	X	demonstration
differentiate	differentiated	differentiating	X	differentiation
separate	separated	separating	separate	separatio

CULTURAL INSIGHT

Business English—Introduction to Meetings

One of the most common requirements of business English is holding meetings in English. The following sections provide useful language and phrases for conducting meetings and making contributions to a meeting.

Meetings generally follow a more or less similar structure and can be divided into the following parts:

I. Introductions

Opening the Meeting

Welcoming and Introducing Participants

Stating the Principal Objectives of a Meeting

Giving Apologies for Someone Who is Absent

II. Reviewing Past Business

Reading the Minutes (notes) of the Last Meeting

Dealing with Recent Developments

III. Beginning the Meeting

Introducing the Agenda

Allocating Roles (secretary, participants)

Agreeing on the Ground Rules for the Meeting (contributions, timing, decision-making, etc.)

IV. Discussing Items

Introducing the First Item on the Agenda

Closing an Item

Next Item

Giving Control to the Next Participant

V. Finishing the Meeting

Summarizing

Finishing Up

Suggesting and Agreeing on Time, Date and Place for the Next Meeting

Thanking Participants for Attending

VI. Closing the Meeting

The following pages focus on each part of the meeting and the appropriate language for each situation.