ONE PAGE SUMMARY

Language Learning › Business English › Meetings

Beginner lessons for Meetings

Mastering Meetings: Essential English for Beginners

DEFINITION

> Business English for meetings focuses on vocabulary and phrases used in professional discussions. It's essential for effective communication in workplace settings.

KEY CONCEPTS

Meeting Agenda

A list of topics to be discussed during the meeting, guiding the conversation.

Introductions

The process of presenting oneself and others at the beginning of a meeting.

Action Items

Tasks assigned to individuals during the meeting that need to be completed afterward.

Minutes

A written record of what was discussed and decided in the meeting.

Follow-Up

Actions taken after a meeting to ensure tasks are completed and objectives are met.

EXAMPLES

→ Let's start with the agenda for today's meeting.

→ Can everyone introduce themselves briefly?

→ Please send me the minutes after the meeting.

MEMORY TIPS

★ Remember 'AIM' for Agenda, Introductions, Minutes.

★ Use 'FAME' for Follow-Up, Action items, Meeting minutes, and Engagement.

★ Visualize a meeting room to recall key terms.

COMMON MISTAKES

✗ Forgetting to send meeting minutes.

✗ Not preparing an agenda in advance.

✗ Confusing action items with discussion points.

QUICK RECAP

In business meetings, it's crucial to have a clear agenda and record minutes. Remember to assign action items and follow up to ensure tasks are completed.