

Preparing Agenda

Plan of the lesson:

1. Phonetic drill and getting acquainted with the new words.
2. Getting acquainted with the ways of preparing agenda.
3. Doing exercises.
4. Role-play activities.

Words of the lesson:

Agenda- список вопросов, которые будут подниматься на собрании.

Available- свободный

Forthcoming- что произойдёт в ближайшее время

To attend- присутствовать

Distribution list- список людей, которым следует получить документы

Review- осмотнительное решение

Market research- сбор информации о рынке

Investment- трата денег на новое оборудование

АОВ- аббревиатура (разное)

Day/ date _____

Time: _____

Distribution: _____

AGENDA

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

Language

Beginning: First (ly)...
To start with...
Initial (ly)...

Later stages: Second (ly)...
Third (ly)...
Then...

Ending: Final (ly)...
Last (ly)...
The last thing is ...
The just leaves...

3. Look at these agendas for meetings. As the chair son it is your job to introduce the points of the age Tell your staff about the agendas.

MARKETING MEETING

- 1) Minutes of last meeting.
- 2) Marketing reports: France and Germany.
- 3) Marketing reports: Spain and Italy.
- 4) Programme for next year.
- 5) Date of next meeting

OFFICE MEETING

- 1) Changes in work schedules.
- 2) "No smoking" arrangements.
- 3) Holiday arrangements.
- 4) Next year's pay rise.
- 5) Arrangements for sick leave.
- 6) General discussion.

It's the time for the role-play activity. Work in groups. Here agenda for a meeting you are going to hold.

AGENDA

- 1) Frequency of use of English in your office.
- 2) Tasks/activities for which English is used.
- 3) Problems of English use.
- 4) Suggested solutions.

Home task:

Prepare agenda and organize office meeting.