



Unit 01

Having a Meeting



Key Expressions

- 1 appreciate you (for) attending ...
- 2 should get started with ...
- 3 have a lot to cover ...
- 4 take a moment to introduce ...

01 Vocabulary

A Word Definition

Underline the word with the given definition.

1 To make a mistake in the way that you read something

My colleague misread the announcement and thought the meeting was today not tomorrow.

2 Very well known and important

A prominent sales goal for this quarter is to reduce old stock by 45%.

3 A manager in an organization or company who helps make important decisions

If you want to be an executive, you have to stick with our company for more than 10 years.

4 To search or examine something very carefully

We weren't able to go over all the ideas people gave during the meeting.

5 To speak to someone formally or give a speech to someone

Some people like to be addressed formally, while others like to be addressed informally.

B Word Use

Write your own sentence using the underlined word in the sentence.

1 Let's go over the issue thoroughly and carefully.

2 Our HR team played a prominent role in hiring only the best people.

3 John got fired because the corporate executives misread the situation.

4 I'm often confused on how to address people I meet for the first time.

5 One of the executives asked me if I thought I was being paid reasonably.

02 Expression

A Useful Expressions

1 appreciate you (for) attending ...

- I appreciate you attending today's meeting about increasing our company's revenue.
- I thank you all for attending our annual presentation on customer service.

2 should get started with ...

- We should get started with the meeting because it is almost lunch time.
- Let's get started with the discussion before our boss comes.

3 have a lot to cover ...

- We have a lot to cover in tomorrow's meeting from management to sales.
- I think we have to work overtime because we have a lot to go over.

4 take a moment to introduce ...

- Let me take a moment to introduce our new CEO, James Lee.
- I would like to take a moment to introduce our new product.

B Mini Quiz

Fill in the blank to complete each sentence.

- take a moment to introduce
- appreciate you for attending
- have a lot to cover
- we should get started with

1 _____ the meeting as it is already past ten.

2 Please hurry as we _____ today.

3 I would like to _____ you all to our new sales associate, Junho. Are we ready to start the meeting?

4 I _____ today's meeting, especially at such short notice.

03 Mini Presentation

A Look at the cartoon and guess what is happening.

B Write your own story in each cartoon.



C Share your story with the class.

04 Dialogue (1)

A Listen to the dialogue and check the story.

B Listen again and fill in as many blanks as you can.

- A It's good to see you all. Are you _____ start the meeting?
 B What time is it now?
 A It's after 10 o'clock.
 B Really? But we're still _____ three employees from Sales.
 A Shall I go up to the sales department and tell them _____ here?
 B Thanks a lot. That would be great.
 A Just start in five minutes whether I'm back or not.
 B We'll have to, _____ we won't have enough time to _____ all the items.

OFFICE JOKES

Two factory workers are talking. The woman says, "I can make the boss give me the day off." The man replies, "And how would you do that?" The woman says, "Just wait and see." She then hangs upside down from the ceiling. The boss comes in and says, "What are you doing?" The woman replies, "I'm a light bulb." The boss then says, "You've been working so much that you've gone crazy. I think you need to take the day off." The man starts to follow her and the boss says, "Where are you going?" The man says, "I'm going home, too. I can't work in the dark."

05 Dialogue (2)

A Listen to the conversation carefully. Speak it aloud line by line.

- A It's nice to see everyone.
B Thanks for making time for today's meeting, especially at such short notice.
A I think we should get started as it is already past ten.
B But some members from the sales team have gone AWOL (Absent Without Official Leave). Have you seen them?
A I saw them in the other conference room. Maybe they misread the announcement. I'll go get them.
B That would be great! Thanks. Please hurry as we have a lot to cover today.
A I'll be back in five minutes or less.
B OK, in the meantime I'll kick things off. Let me first take a moment to introduce Elly.

B Listen to the whole conversation again and speak it at once.

C Practice the dialogue with your partner.

06 Role Play

A Read the situation below.

A You will have a weekly meeting with your team members. You've got a new member for your team. After introducing them, you will start the meeting.

B You are a new employee; it is your first day. You were told to attend a regular meeting and prepare an introduction of yourself for the meeting.

B Create a proper dialogue for each situation.

C Check your dialogues with your partner's. Then, do a role-play with your partner. When you are done, switch the roles and do it again.

07 Activity

A Read the story and answer the questions below.

Mr. Q, a new employee, is to participate in an important meeting with all the executive members of his corporation. He thought it would be a good opportunity to make a good first impression. Mr. Q practiced giving a self-introduction over and over, in order not to make any mistakes or look unprofessional.

On the big day, Mr. Q successfully completed a wonderful introduction of himself but now he's got a problem. As Mr. Q is a new employee, he tried hard to memorize the names and positions of all the participants. However, while Mr. Q can remember the names, he can't connect them to the people there. After his introduction, one of the executives asked him a question but Mr. Q doesn't know how to address him.

1 What did Mr. Q practice doing?

2 What is Mr. Q's problem?

3 Why did Mr. Q not know how to address one of the executives?

08 Exercise

A Underline the best word to complete each sentence.

- 1 Mr. Q worked really hard to be selected as an (excuse / executive) member of the company.
- 2 When you don't know how to (address / addressee) someone, just ask them.
- 3 Although we had a lot to (cover / covering), we went home early anyway.

B Fill in the blank to complete each sentence.

· hustle down · kick things off · misread

- 1 My company suffered a financial loss because I _____ the contract.
- 2 All the employees were asked to _____ to the conference room in less than 10 minutes.
- 3 Let's _____ by discussing last quarter's sales figures.

C Put the words in the right order.

- 1 at making time short notice to meet thanks for us such

- 2 leave work will not all the issues today we going over without

- 3 to our company I for coming you appreciate for the meeting

- 4 an important issue the right CEO right now selecting is
