



## Lesson 92 : Office Meetings

### Exercise 01

### Vocabulary

<b>announcement</b>	(N)	an official statement, spoken or written, that informs people about something	Our CEO is going to make an important <b>announcement</b> today.
<b>facilitate</b>	(V)	to make a process or activity easier	I will have to <b>facilitate</b> the meeting during club events, now that I have been elected as the president.
<b>administration</b>	(N)	a group of people who manage the way a company or an organization works	The current <b>administration</b> has been accused of lying to the public.
<b>hearsay</b>	(N)	something heard from another person that may or may not be true	It's just <b>hearsay</b> . Don't believe anything unless it comes from him directly.
<b>strict</b>	(ADJ)	expecting people to obey rules	My manager is very <b>strict</b> when he reviews my work.
<b>agenda</b>	(N)	a list of subjects to be discussed at a meeting	Her role is to make sure they follow the meeting <b>agenda</b> .
<b>knowledgeable</b>	(ADJ)	well informed and smart	I'm quite <b>knowledgeable</b> about manufacturing.



## Exercise 02

### Dialogue Practice

Read the dialogue aloud with your teacher.

Two employees are talking about the news they heard.



Camille

Hi, Alex! How are you today? How are you feeling after the weekend?



Alex

Hi, Camille! I am fine, and I had a great weekend, so I really feel good. How about you?



Camille

Nothing special happened this weekend. Anyway, don't be late for the meeting today. I heard a very big announcement will be made.



Alex

Meeting? Do we have a meeting later? When was it announced?



Camille

Didn't you know? It has been posted on the bulletin board since last week. The CEO will be here later to facilitate the meeting, so I think it could be about a serious matter.



Alex

Oh my! What could the meeting be about? Do you have any ideas? I now understand why we were asked to wear business attire today – it's because of the meeting.



Camille

Exactly. I am not sure about the agenda for the meeting. I just heard it's about the company's change of administration. It's not certain though. It's just hearsay.





Alex

I am really curious now. And if that is true, who could be our new boss? That's exciting and scary as well.



Camille

Yes, I just hope that if it's true, we will have Mr. Crawford as our head, not that extremely strict Mr. Grey.



Alex

I hope so too. Mr. Grey is strict, but I do think he is very knowledgeable.

### Check your understanding:

- What could the meeting be about?
- Where was the announcement about the meeting posted?
- Who will facilitate the meeting?

### Exercise 03

#### Role Play

Role-play the following situation with your teacher.

#### Situation:

- You are the CEO of a company, and your teacher is an employee.
- Have a meeting with your employee about recent changes in the company's organization.

### Exercise 04

#### Discussion

- 1) Do you have meetings at your workplace? If so, how often?
- 2) How long do the meetings usually last?
- 3) Do you think it is necessary to meet regularly at a company? Why or why not?
- 4) Have you ever facilitated a meeting? What was your experience like?
- 5) Do meetings excite you or do you think they are a waste of time?

