

MEETINGS

ENGLISH FOR MEETINGS

Key Terms

a meeting takes place

to invite participants

to propose items or points for the agenda

to draw up the agenda

the responsibility of the secretary or the chair

to open a/the meeting

to run through the agenda (quickly)

the first item of the agenda (usually Matters Arising)

to go through the minutes of the previous meeting

to make recommendations and proposals

to solve problems

to take breaks and to adjourn for lunch

to resume (start again) after lunch

to ask for a time out

the last or next-to-last point of the agenda (often AOB - Any Other Business)

to raise other issues not included in the main agenda

to nominate someone to take the minute

to close the meeting