

## A Chairing



The chairman, chairwoman or chair – the person in charge of the meeting – opens, runs – manages – and closes the meeting.

## Opening the meeting

Is everybody ready? Let's make a start.

James and Chris send their apologies.

Does everyone agree with the minutes of the last meeting?

## Running the meeting

So, the first item is the company car park.

Let's move on to the next item: the company restaurant.

## B Interruptions and how to stop them

## Interrupting

Can	I Isabella	say something come in	here?
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Can I say something here about the cost of all this?

## Stopping interruptions

Just a moment.	I haven't finished ... Can I just finish? Let him/her finish.
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Just a moment. I haven't finished talking about the plans.

**60.1** Look at A and B opposite. Some of these sentences are incorrect. Correct the sentences where necessary.

- 1 Let's make to start. ....
- 2 Joanna sends her apologize. ....
- 3 Does everyone agree the minutes of the last meeting? .....
- 4 The first point is holiday dates. ....
- 5 Let's move in to the next item. ....
- 6 Pia, can you to say something here? .....
- 7 Just a moment. Can I just finish what I was saying? .....
- 8 Just a moment. Let Roberto to finish. ....

**60.2** You are chairing a meeting. What do you say in these situations?

- 1 You want Val to let Yvonne speak.  
.....
- 2 You want Val to let Yvonne finish.  
.....
- 3 You start the meeting.  
.....
- 4 You say that Tanya and Stefan are sorry that they cannot attend.  
.....
- 5 You ask if everyone agrees with the minutes of the last meeting.  
.....
- 6 You introduce the first item – the company's new restaurant.  
.....



*Over to you*



Think about a recent meeting you attended. Write down what the chair said to open, run and close the meeting. Use some of the expressions in this unit and in Unit 59.

# ANSWERS

- 60.1**
- 1 Let's make a start.
  - 2 Joanna sends her apologies.
  - 3 Does everyone agree with the minutes of the last meeting?
  - 4 *correct*
  - 5 Let's move on to the next item.
  - 6 Pia, can you ~~to~~ say something here?
  - 7 *correct*
  - 8 Just a moment. Let Roberto ~~to~~ finish.

- 60.2**
- 1 Val, can Yvonne say something here? / Val, can Yvonne come in here?
  - 2 Val, just a moment. Let her/Yvonne finish.
  - 3 Is everybody ready? Let's make a start.
  - 4 Tanya and Stefan send their apologies.
  - 5 Does everyone agree with the minutes of the last meeting?
  - 6 So, the first item is the company's new restaurant.

## Over to you (sample answer)

- Chris: Everyone's here, so let's make a start. I sent out the agenda last week. Did everyone get a copy?
- Chris: Tom and Carl send their apologies. They can't attend the meeting today. Does everyone agree with the minutes of the last meeting?
- Chris: So, the first item is the move to new offices. How are things going, Regina?
- Chris: I think that's all for today. Thank you for coming. See you at the next meeting.