

Worksheet 2: Meeting minutes

- 1 Read the extract from what was said at the weekly meeting of Lyons' Digital Exports Limited. Then read John Grogan's notes. Decide which information in John's notes needs to be included when he writes up the meeting minutes.**

Chair (Dan Clarke): *So, where are we up to with the new laptops? Have they arrived yet? I can't believe we're still waiting for them.*

Export sales manager (Peter Lewis): *Well, it's OK. The new shipment's just arrived. This morning, in fact. But that means they're a week late.*

Marketing manager (Colin Scott): *In that case late payment fees should come into play. We get a 10% reduction for late shipment.*

Chair (Dan Clarke): *OK. But we need to seek legal advice on this. Let's agree on that.*

Marketing manager (Colin Scott): *Sure.*

Meeting minutes (John Grogan)

4th July

Present: Dan Clarke (chair), Peter Lewis, Colin Scott, John Grogan

Dan – queries arrival of new laptop – expresses disbelief that they're late

Peter – new shipment has now arrived – arrived this morning – a week late

Colin – late payment fees apply – 10% reduction

Dan – need to seek legal advice – agreed by all

- 2 John has started writing up the meeting minutes (the notes of what was discussed at the meeting). Read his write-up and answer these questions.**

- 1 What reporting phrases does John use in his minutes? Which phrase is impersonal?
- 2 What tenses does John choose to use when reporting what was said? Why does he choose these tenses?

Meeting minutes (John Grogan)

4th July

Present: Dan Clarke (chair), Peter Lewis, Colin Scott, John Grogan

At the meeting, export sales manager Peter Lewis reported that the new shipment of laptops arrived this morning. Marketing manager Colin Scott pointed out that late payment fees apply because the shipment is a week late. It was agreed that the company should seek legal advice before imposing late payment penalties.

3 Read these sentence pairs and decide which sentences sound better for meeting notes and minutes.

- 1 a Dan Clarke said the next meeting will be next Tuesday.
b Dan Clarke said the next meeting would take place the following Tuesday.
- 2 a Peter Lewis reported that the new shipment arrived today and is ready for processing.
b Peter Lewis reported that the new shipment had arrived that day and was ready for processing.
- 3 a Colin, Dan and Peter agreed that we need to seek a legal opinion.
b It was agreed that we need to seek a legal opinion.

4 Now read these notes from a board meeting at Lucas Petroleum. What do all the participants agree to do?

Meeting minutes Paul Jones

6th August

Present: Harry Lime (chair), Joe Phillips, Paul Jones

Joe - figures show 10% rise in profits this year

Paul - need to invest in new infrastructure - company healthy so time is right

Joe - better to consolidate now - oil prices to fall (probably) next year

Paul - invest or it will be wasted opportunity

Harry - invest in core projects in Middle East but not globally?

Joe - good idea

Paul - good idea - but should be significant investment

5 Write up the meeting minutes as a report using some of these reporting phrases. Remember that we do not move tenses back. Use impersonal as well as personal reporting phrases.

explained that ... suggested that ... announced that ... pointed out that ...
argued that ... agreed that ... produced figures to show that ...

e.g. *Joe Phillips reported that ... It was announced that ...*

I CAN

write up meeting minutes in a report

use reporting phrases to create a sense of immediacy