

Worksheet 11: Report of a meeting

1 Fill in this questionnaire about meetings in the workplace.

- 1 How often do you have meetings at work?
Every day ☐ Two or three times a week ☐ Once or twice a month ☐
- 2 Do you meet with people ...
in your team or department? ☐ from other departments? ☐ from other companies? ☐
- 3 In your meetings, do you ...
follow an agenda? ☐ write the minutes? ☐ have a leader or chairperson? ☐

GLOSSARY

agenda (n) – the list of items for discussion at a meeting

minutes (n) – a report of a meeting

2 Compare your answers with a partner. Are your meetings similar or different?

3 Read part of a discussion from a meeting at a telecommunications company, and answer the questions.

- 1 Who is the chairperson at the meeting?
- 2 What is item 2 on the agenda about?
- 3 Who is in charge of the sports stadium project?
- 4 What is the problem?
- 5 What action does Mariusz want Roberto to take?

- Mariusz: *Item 2 on the agenda is an update on broadband installation for the sports stadium project. Roberto, can you give us an update?*
- Roberto: *Yes, there is a problem. The main construction is behind schedule. They are still preparing the site, so we can't do the work to install the broadband cables.*
- Mariusz: *But we have workers at the site.*
- Roberto: *That's right. They are waiting to start work.*
- Jaden: *But we are paying them to do nothing. I think the construction company should pay compensation.*
- Roberto: *I don't agree. Our contract is with the client not the construction company.*
- Mariusz: *OK. Roberto, call the client and tell them the situation. I want an answer by the end of today.*
- Roberto: *Sure. And what should I tell the workers at the site?*
- Jaden: *How about moving them to work on my shopping mall project for a week?*
- Roberto: *Good idea.*
- Mariusz: *Yes, let's do that.*

GLOSSARY

compensation (n) – money from another person or firm because you have lost money.

4 Complete the minutes from the meeting in Exercise 3 with these verbs.

thought	asked	told	concluded	explained	disagreed
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- 1 Mariusz _____ Roberto for an update on the sports stadium project.
- 2 Roberto _____ that the project was late because of the main construction company. The men were waiting to do the work.
- 3 Jaden _____ that the construction company should pay compensation.
- 4 Roberto _____, because the contract isn't with the construction company.
- 5 Mariusz _____ Roberto to call the client and discuss the situation.
- 6 Everyone _____ that it was a good idea to move the workers to the shopping mall project for a week.

5 Read these quotes from another part of the meeting and complete the sentences to report what the people said. Use the reporting verbs from Exercise 4.

- 1 'Can you give the sales figures?'
Mariusz _____ Jaden for _____.
- 2 'The reason is that the building materials are very expensive.'
Robert _____ that this was _____.
- 3 'I think we should change our supplier.'
Jaden _____ that they _____.
- 4 'I don't agree, because the quality is bad.'
Mariusz _____, because _____.
- 5 'Send them an email with the plans.'
Mariusz _____ Jaden to _____.
- 6 'It's a bad idea to buy concrete from them.'
Everyone _____ that _____.

6 Work in groups of three. Think of one problem in your workplace and discuss the problem for three minutes. Try to find a solution. During the meeting, take notes on the discussion.

7 Now write a report of your meeting. Use your notes and reporting verbs.

I CAN

write the minutes of a meeting with:

reporting verbs



reported speech

