

# Teleconferences – Agendas

## Discussion

You have a conference call today. What will you talk about?

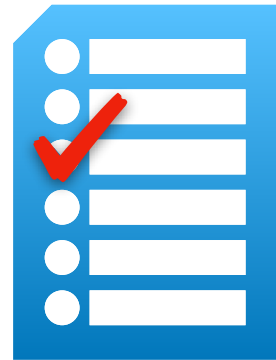
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## Listening

- A:** Ok, let's get started. Looking at the agenda, you'll see we have three main points today.  
 First, Bob has some news from LA. Then, we'll hear the plan for the Ecks project and finally, an update on Europe.  
 Let's get started.  
 Ok. Bob. Over to you.
- B:** Thanks Adam. First off, we hired twenty new people last month. They are in training now. Also, our sales are up, plus we recently got some very good reviews. Finally, the new office in LA is ready.
- A:** Thanks Bob. Candace, can you take it from there?
- C:** Sure. Thanks Adam. Well, I have a lot to say about the Ecks project. To start, we have a new sponsor.



Getting Started	Setting the Agenda
I'd like to <i>begin</i> .	Looking at the agenda, you'll find...
Let's <i>kick things off</i> .	We have <i>two things</i> to discuss.
Why don't we <i>get started</i> ?	We'll look at <i>three points</i> today.

Sequence Markers			Say More
First First off To start	Next Then After that	Finally Lastly To wrap up	Also Plus In addition

## Practice

Practice with classmates. Take turns setting the agendas for your meetings.



# Teleconferences – Agendas

## Discussion

You're having a conference call today. What three or four items will you be talking about?

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## Listening

**A:** Ok, let's get started. If you take a look at the agenda, you'll see we have three main things to go over today. First of all, Bob will speak for a few moments with some news from LA. Then, Candace will be bringing us the plan for the Ecks project. And then, at the end, we'll hear from Dave with an update on what's happening in Europe. If everyone is ready, we'll get started. . .  
Ok. Bob. I'll hand it over to you.

**B:** Thanks Adam. I'll keep this brief. First off, as some of you know we brought on twenty new grads last month and they are all working out well. Additionally, our sales numbers were up in Q3. On top of that, we've received some very positive reviews lately.

**A:** Thanks Bob. Candace, do you want to take it from here?

**C:** Sure. Thanks Adam. Well, I have a lot to tell you all about the Ecks project. To begin with, we have a new sponsor.



Getting Started	Setting the Agenda
If everyone is ok, <i>we'll start (with...)</i>	If you take a look at the agenda, you'll see...
Why don't we <i>get started (by... ing)</i>	If you refer to the agenda, you'll find...
Let's <i>kick things off (by... ing)</i>	There are <i>two things</i> to talk about.
I'd like to <i>begin (with...)</i>	We'll be going over <i>three points</i> .

Sequence Markers			Say More
First off First of all To begin with To start	Secondly Next Then After that	Lastly Finally At the end To wrap up	Plus In addition Additionally On top of that

## Practice

Practice with classmates. Take turns setting the agendas for your meetings.



# Teleconferences – Agendas

<b>General Lesson Plan</b>	
<b>Topical warm-up conversation</b> (if time allows, choose one or more) - Who usually sets the agenda for your meetings or calls? - What is on your agenda for your next meeting?	<b>5 - 10 min</b>
<b>Needs analysis / Feedback</b> Teacher notes down key patterns / phrases from the students' speaking and gives brief error correction, drill, or pattern reinforcement.	<b>5 - 10 min</b>
<b>Thinking</b> Have students predict and share their ideas for how to set an agenda.	<b>5 - 10 min</b>
<b>Listening</b> Listen to the conversation. Students write down what they hear.  How did the speakers set the agenda? How did they move from point to point?	<b>5 - 10 min</b>
<b>Reading</b> Check the meaning of the conversation. It's not important to understand the whole thing. Make sure students understand the key phrases listed below the conversation.  Note the difference between sequence markers where the order matters and cases where we are adding additional information regardless of order.	<b>5 - 10 min</b>
<b>Practice</b> Have students practice stating the agendas for their next meetings or calls.	<b>5 - 10 min</b>

## **Helpful hint:**

One person usually runs down the agenda in a meeting. Take turns doing this for speed and clarity. Find ways to make the language brief, without losing clarity.