

Teleconferences - Emails

Discussion

What do you write in emails to prepare for meetings or teleconferences?

Listening

To: BobLaBla@mail.com, & 10 others
From: Adam Burke

Sub: Aug 12th Teleconference Invite

Dear All,

I hope everyone is doing well.

As some of you know, in order to better communicate about our marketing plan on the Ecks project, we will be holding a teleconference for senior staff. I've attached the agenda and the meeting details are below.

Date: Friday, August 12th
Time: 2:00 pm WST

Join by Google Hangouts Meet:
meet.google.com/hoi-gkmd-hxs

Thank you again and I look forward to talking to you all.

Best regards,

Adam Burke



Subject Lines

When writing subject lines, it's best to use keywords only. Imagine the subject line is a popup notification on a phone.

X This message is to invite you to attend the meeting on Friday.

O August 12th Meeting Invite

1. These are the notes from the meeting on July 6th.
2. Request to change meeting from three hours to an hour and a half.
3. I promised to give you some feedback on your presentation. Here it is.

Practice

Practice with your classmates. Write an email and get feedback from your classmates.



Teleconferences - Emails

Discussion

How can you write an email to follow a meeting or teleconference?

Listening

To: BobLaBla@mmail.com, & 10 others
From: Adam Burke

Sub: Aug 12th Teleconference Minutes

Dear All,

I hope this message finds you well.

Thank you to everyone who attended our August 12th teleconference. Despite a few small technical glitches, the meeting was very productive and it was, of course, good connecting with all of you.

Please find the following items attached:

- 08/12 Teleconference Minutes
- Ecks Project Update
- Ecks Survey (return by August 20th)

Thank you and I look forward to talking again soon.

Best regards,

Adam Burke



Attachments

Draw attention to important attachments by writing concisely. Use the following three tips to attach these files: *PDF of notes from a meeting on the fourth of July, a Word doc containing proposed topics for the next meeting, and the PowerPoint deck used in the meeting.*

1. Write a list

2. Use short file names

3. Only use key words

Put your answer here.

Practice

Practice with your classmates. Write an email and get your classmates' feedback.



Teleconferences - Emails

General Lesson Plan	
Topical warm-up conversation (choose one or more) - How do you usually prepare in advance for a conference call? - How do you usually follow up after a conference call?	5 - 10 min
Needs analysis / Feedback Teacher notes down key patterns / phrases from the students' speaking and gives brief error correction, drill, or pattern reinforcement.	
Thinking Have students share their answers to the questions above. Discuss the pros and cons of the various ideas.	5 - 10 min
Reading / Listening Listen to the conversation. Students summarize what they read or write down what they hear.	5 - 10 min
Reading 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.	5 - 10 min
Practice Have students practice writing emails to their teams.	5 - 10 min

Note:

Not everyone uses email to distribute information to their teams. Be flexible and adapt the content to match the channels your students use.

Additionally, unlike other activities in this series, this worksheet encompasses two lesson periods, one on prepping and one on following up. I'd recommend breaking the lessons into two different days.