

Teleconferences - Ending

Discussion

What is a good end for a meeting?

Listening

A: Ok. Thank you everyone for all your questions.

It looks like we are almost out of time. Is that everything?

B: Bob here. One last question. Do we know when the next call is?

A: Great question. No. So, just a reminder, we don't have a date for our next call. But, we'll contact you as soon as we know.

Ok everyone, so just to summarize, we covered three main things today: first of all, the changes at the LA office, secondly, the update on Europe, and finally our plans for the Ecks project.

We'll send out the meeting notes later this week but that's all for today.



Time Limit	Ending
Just to let you know, this call will end <i>in about five minutes</i> .	Thank you all for being here today.
It looks like we are just about out of time.	Thanks everyone for being in the call.

Summarizing	Ending
Ok, so just to summarize...	That's all (we have) for today.
...we covered three main points today.	The meeting is closed.

Practice

Practice with your classmates. Take turns closing the call and summarizing.



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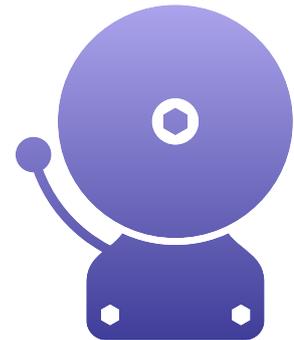
What strategies can you use to close a meeting successfully?

Listening

- A:** Ok everyone, thank you for your questions. It seems that we are just about out of time. We have maybe five minutes left.
- B:** Bob here. Sorry to jump in. Just one quick question. Do we have a date for the next call yet?
- A:** Great question. No. So, just as a reminder, we won't have a date for our next call until after the holiday. But, we'll be contacting everyone as soon as we can.

All right. Why don't I just quickly recap what we went over in today's meeting. I believe there were three main things. For one, we touched on the changes at the LA office, David gave us a run down on what's happening in Europe, and most importantly, Candace covered all the details about the Ecks project.

We'll send out the meeting notes later this week. Thank you all again. The meeting is closed.



Time Limit

Just a heads up,
we have *about five minutes*
remaining.

Just to let you know,
this call is going to end *in about*
five minutes.

It seems that
we are just about out of
time.

Summarizing

Ok, so just to sum up...

We touched on...

All right, let me try to summarize.

David gave us a run down on...

Why don't we quickly recap what we covered?

Candace went over...

Practice

Practice with your classmates. Take turns closing the call and summarizing.



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General Lesson Plan

Topical warm-up conversation (choose one or more)

- How do you usually end a call?
- What strategies do you use for ending a call successfully?

5 min

Needs analysis / Feedback

Teacher notes down key patterns / phrases from the students' speaking and gives brief error correction, drill, or pattern reinforcement.

Thinking

In a one-on-one discussion, pairs, or small groups, have students think of some ways to end the call successfully.

5 - 10 min

Listening

Listen to the conversation. Students write down what they hear with a focus on the key phrases.

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 chairing a meeting with the language and techniques introduced in the worksheets.

5 - 10 min

Note:

There's potentially quite a lot to cover here such as agreeing on the next time for a call or meeting, summarizing specific information in a compact way, eliciting ideas or topics for the next meeting etc. Feel free to play with these ideas especially if the topic seems easy or the students don't think of these ideas themselves.