

Hello everyone!

Today's topic is: [Business Meetings in the American Workplace](#)

Are you new to business meetings? Meetings are an essential part of American business culture. It can be challenging to know how to behave during a work meeting in a new environment or with new individuals. Understanding what is expected of you is important to your career. Today we will share tips on how to be successful at your business next meeting.

Activities:

1. Business Meetings Quiz
2. Review tips for business meetings





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Business Meeting Tips

- Be Prepared
- Participate
- Respect
- Speaking Skills



Be Prepared

Do you know the agenda?

- Know what the meeting is about before you attend.
- Research the agenda topics.
- Prepare some questions and comments before the meeting.
- Arrive early; never walk in late.



Being prepared ensures that you can actively participate.

Participate

- Don't feel because you are new that you are not able yet to contribute.
- It is expected that you will give your opinions, comments, advice.
- People want to know what new thoughts and ideas you have.



Participate! People will notice if you don't.

Be Respectful

- Listen

- Always give your full attention in a meeting.
- Practice “**active listening**” which involves occasional nodding, making eye contact with the speaker, and occasionally repeating what the speaker is saying. This is a clear sign of respect.

- Ask questions

- Shows initiative and interest in what is being presented at the meeting.

- Get to the point

- Don't dominate the conversation.
- Don't waste time with a lot of irrelevant information.
- Be clear, concise and factual.



Speaking at a Business Meeting

Speak loudly and clearly

- Try to enunciate and speak loud enough so that everyone in the room can hear you easily.
- Speaking loudly and clearly will make you look more confident and, therefore, professional.
- ***Speaking too softly can make you look meek*** and cause people to ask you to repeat what you've said, effectively slowing down the meeting.



How to Interrupt a Conversation Politely

It is OK to interrupt someone speaking - if done politely

Use one of the following phrases:

- Excuse me; may I interrupt you for a minute?
- Do you mind if I just jump in really quick?
- Excuse me; could you repeat that please?
- I don't mean to interrupt, but...
- May I interrupt briefly?
- Can I just add my two cents?
- Can I quickly share an idea that just popped in.?
- Can I just add something here?



Strategies to Respectfully Disagree in English

- Don't make it personal.
- Listen to the other person's point of view.
- Avoid putting down the other person's ideas and beliefs.
- Use "I" statements to communicate how you feel and what you think.
- Stay calm.



Five Common Phrases to Respectfully Disagree in English

1. I respectfully disagree.
2. I see what you're saying, but I think...
3. I understand where you are coming from but. . .
4. I'm sorry I disagree with you on this.
5. I'm sorry I just don't see it that way.



Pre-Meeting Etiquette Tips

If you are hosting the meeting:

- Create an agenda
 - Keeps a meeting organized; lets everyone know what the main topics of the meeting are so they can be prepared and there isn't any confusion.
 - Assign tasks to individuals beforehand so that they come prepared with any reports or information that they will need to ensure the meeting runs smoothly.
- Gather all supplies and equipment needed.
 - If you're presenting, make sure you have all of your notes, slides, laptop, laptop charger, etc.

