

1) Read the article on page 25 in the Coursebook and prepare answers to the questions below.

2) Do exercises on page 26.

1. What is the importance of meetings?
2. What are the outcomes of a study carried out by Synectics?
3. What impact does IT have on the number of meetings people go to?
4. How easy is it to run a meeting?
5. What kind of service are many companies offering these days?
6. Why are corridor and coffee machine meetings often more efficient?
7. What are often the constraints and consequences of big and poorly organised meetings?
8. What are the two main reasons to hold meetings?
9. What does Roger Neill of Synectics advocate with respect to informative meetings?
10. What does Roger Neill of Synectics advocate with respect to problem-solving meetings?
11. What attitude causes trouble?
12. What is a very important aspect of meetings for companies?
13. What is the example of a poorly run meeting?
14. How can chair people get a good decision from their staff?