

PRESENTATION TECHNIQUES IN MEETINGS

Meetings

⇒TASK Complete the opening and ending of a meeting with the most suitable words of your choice (one word per gap, phrasal verbs seen as one word)

⇒ Opening a meeting

I think we should start (*indicate beginning*). I'd like to welcome all of you to our main office here in Paris for the meeting of the human resources managers of our different subsidiaries in Europe (*welcome*). For those of you who don't know me, I am Roger Coach, head of our logistics division, which, **1. among** other things, is responsible for the larger strategic planning that **2. affects** human resources management in our different companies (*name and function of moderator*). We have a few new **3. faces** here so I'd like to quickly go **4. around** the room and introduce everybody. To my right is Miryam Rose, our new HR manager at the Austrian plant... (*introducing members*). Before we get into the subject of today's meeting, let me just make sure you all got the materials I've sent you (*materials*). John, my assistant, has **5. kindly** agreed to take the **6. minutes**. As you all know, the reason we are here today is to exchange ideas concerning the **7. pending** merger with Mulinin, one of our major competitors (*goal*). I don't have to remind you how important this meeting is, since the outcome of our discussion will have a **8. major** impact on the decision making process here at headquarters and will therefore, to a considerable **9. extent**, determine the **10. fate** of all of us (*relevance of topic*). In order to tackle this complex issue of human resources management in the event of a merger, I **11. 've drawn up** an agenda with four major points. The first item on the agenda deals with the current situation. I've asked each of you to **12. summarize** in three-minute **13. statements** what you consider to be the most important project in your individual HR-department. This should give us a rough overview of what our **14. respective** aims and strategies are at the moment. Secondly, I've asked each of you to think about possible benefits for your departments in the **15. event** of the merger. Thirdly, I'd like to provide an opportunity for you to **16. voice** your fears and to point out possible **17. pitfalls** in this scenario. The fourth and last point on the agenda is connected to this; namely, to think of constructive solutions to some of the problems that you've anticipated (*agenda*). Each of these items covers enough problematic areas to keep us busy an entire day. However, in order to make this meeting as effective as possible, I have **18. allotted** 20 minutes for each point, which means that we should be done in about 2 hours. That way, those of you who have to catch flights should have ample time to pick up your luggage at the hotel (*time and rapport*).

⇒ Closing a meeting

This brings us to the end of our meeting. Some of you who have to catch flights have asked me to end the meeting on time (*indicating end and rapport*). We've covered a lot of ground in these 2 hours. Before we all leave, I'd like to summarize once more the results of our discussion. The first item on our agenda was the question concerning the individual projects we, as HR managers in different companies all over Europe, are currently **1. pursuing** as top priority issues. As **2. diverse** as our individual national and company backgrounds are, we all seem to **3. converge** in our attempt to improve the training and well-being of our staff. The second item we discussed **4. revolved** around positive effects of synergies for our departments in the event of a merger. The common **5. denominator** of this discussion was definitely centralized training facilities, as well as the prospect of drawing on a larger **6. pool** of qualified staff from more companies that will be part of our group. The third point seemed to be a tricky one but turned out to be no problem at all. The fears that you voiced appeared to be rather **7. minute** and were **8. resolved** easily in our final **9. round** in which we were looking for solutions to these problems

(summary of points). **10. To** my mind, the outcome of this meeting will actually provide our board with very strong arguments to go **11. ahead** with the planned merger. With very few concerns from the HR divisions and a number of highly **12. constructive** solutions to potential problems, I'm confident they'll give a **13. green** light on the merger; the other reason **14. being**, of course, that the production divisions have basically come up with a similar estimation of the situation and favor possible collaboration with Mulinin (*outlook*). If there are no more questions, I'd like to bring our meeting to an official close. I want to thank you all for your cooperation and the time you've spent here at headquarters. I wish those of you who flew in for the meeting a safe journey home and I hope to see you back here for our next meeting in March (*questions, thanking, rapport*).