



Chairing a meeting problem roleplays

Choose one the situations below (either from the list or by taking a card). Your partner(s) should act out the situation, and then you should try to solve the problem by using suitable language for chairing a meeting.

Two people are arguing
A discussion is going on and on with no conclusion
The people who you are trying to start small talk with just reply with very short answers
People won't stop chatting
No one will contribute to the discussion
Discussing the agenda is taking up too much time
One person is dominating the conversation.
No one wants to take minutes.
People keep leaving and/ or arriving late.
Someone wants to make major changes to the agenda.
People are having separate discussions in groups/ Several people are speaking at the same time
Someone is always whispering to the person next to them rather than speaking out