

### **Chairing a meeting functions and reporting verbs for minutes review**

*As a group and/ or as a class, brainstorm the roles of a chair/ chairperson/ chairman/ facilitator in a meeting, including all of the things that they might have to do.*

*Compare your ideas with the list under the fold below, then discuss any differences between your ideas and those as a class.*

-----fold, cover or cut-----

#### **Roles of a meeting chair/ chairperson/ chairman/ facilitator**

- The chair greets everyone as they come in
- The chair chats to people as they come in
- The chair makes sure everyone is comfortable
- The chair brings the meeting to order
- The chair opens the meeting by introducing everyone
- The chair asks everyone to introduce themselves
- The chair welcomes everyone
- The chair thanks everyone
- The chair explains the purpose of the meeting.
- The chair explains the format of the meeting.
- The chair asks for suggestions/ ideas/ opinions.
- The chair leads a brainstorming session.
- The chair invites... to contribute.
- The chair keeps everyone on topic.
- The chair keeps people on schedule.
- The chair builds consensus.
- The chair calls for a vote.
- The chair casts the deciding vote.
- The chair suggests moving on to the next point on the agenda./ The chair introduces the next item on the agenda.
- The chair organises breaks.
- The chair summarises what has been said/ decided.
- The chair checks if there is any other business
- The chair double-checks what people will do after the meeting
- The chair suggests a time and date for the next meeting
- The chair brings the meeting to a close.

*In pairs or small groups, brainstorm phrases that the chair could use to do each of the things above during the meeting, e.g. greetings they could use.*

*Compare your ideas for phrases with the suggested answers or as a class. Many other phrases are possible, so please check if you wrote something different.*

*Which of the things above would you write about in the minutes of a meeting? Which are not worth mentioning?*



- The chair greets everyone as they come in - "Hi. Thanks for coming. Come in and help yourselves to a seat."
- The chair chats to people as they come in - "How's the weather outside now?"
- The chair makes sure everyone is comfortable - "Would anyone like a drink before we begin?" "Sit anywhere you like."
- The chair brings the meeting to order - "Right, let's get down to business, shall we?"
- The chair opens the meeting by introducing everyone - "Do you all know each other?" "Let me explain who everyone is."
- The chair asks everyone to introduce themselves - "Shall we start by introducing ourselves?"
- The chair welcomes everyone - "Welcome to Alcom." "It's a great pleasure to welcome you to our Boston office today." "Let me begin by welcoming you to our new offices."
- The chair thanks everyone - "Thanks for coming here today." "That was very productive. Thanks." "Thanks for all your contributions." "Thanks for making the time to come to this meeting (at such a busy time)."
- The chair explains the purpose of the meeting. - "Our main aim today is to..."
- The chair explains the format of the meeting. - "We're going to start by..." "Before we discuss the question, I'll give everyone a chance to present their own ideas."
- The chair asks for suggestions/ ideas/ opinions. - "Any ideas?"
- The chair leads a brainstorming session. - "Tell me whatever you can think of and I'll write it on the board."
- The chair invites... to contribute. - "Alex?" "Alex, you look like you have something to say." "Alex, this is your area. Do you have any ideas?"
- The chair keeps everyone on topic. - "Can we leave that for AOB?" "If we can stick to the subject on the agenda for now."
- The chair keeps people on schedule. - "We need to leave time to talk about..., so can we quickly wrap this part up?"
- The chair builds consensus. - "Can I suggest a compromise?" "We all seem to more or less agree that..."
- The chair calls for a vote. - "Can we have a show of hands?"
- The chair casts the deciding vote. - "We seem to have a split vote. I'm going to go with the people who agree with the idea."
- The chair suggests moving on to the next point on the agenda./ The chair introduces the next item on the agenda. - "The next thing we need to talk about is..."
- The chair organises breaks. - "Shall we take five and start again at quarter past?"
- The chair summarises what has been said/ decided. - "Let's go through what we've decided/ talked about." "Can I just go over what we've discussed again?" "Can I just summarize what we have agreed?"
- The chair checks if there is any other business - "Have I missed anything out?" "Were there any final questions before we finish?" "Is there any other business?"
- The chair double-checks what people will do after the meeting - "Do you think we could have that in writing by the end of the week?"
- The chair suggests a time and date for the next meeting - "Is the same time next week okay for everyone?"
- The chair brings the meeting to a close. - "Well, I guess that about wraps it up." "I think we've covered everything."

### Reporting verbs presentation

*Write at least one function for each section below, as full sentences with "The chair..."*

"Hi. Thanks for coming. Come in and help yourselves to a seat."

"Right, let's get down to business, shall we?"

"Do you all know each other?" "Let me explain who everyone is."

"Shall we start by introducing ourselves?"

"Welcome to Alcom." "It's a great pleasure to welcome you to our Boston office today." "Let me begin by welcoming you to our new offices."

"Thanks for coming here today." "That was very productive. Thanks." "Thanks for all your contributions." "Thanks for making the time to come to this meeting (at such a busy time)."

"Our main aim today is to..."

"We're going to start by..." "Before we discuss the question, I'll give everyone a chance to present their own ideas."

"Any ideas?"

"Tell me whatever you can think of and I'll write it on the board."

"Alex, you look like you have something to say/ this is your area. Do you have any ideas?"

"Can we leave that for AOB?" "If we can stick to the subject on the agenda for now."

"Can I suggest a compromise?" "We all seem to more or less agree that..."

"Can we have a show of hands?"

"We seem to have a split vote. I'm going to go with the people who agree with the idea."

"The next thing we need to talk about is..."

"Shall we take five and start again at quarter past?"

"Let's go through what we've decided/ talked about." "Can I just go over what we've discussed again?" "Can I just summarize what we have agreed?"

"Do you think we could have that in writing by the end of the week?"

"Is the same time next week okay for everyone?"

"Well, I guess that about wraps it up." "I think we've covered everything."

*Compare with above. Other names of the functions are possible, so please check if you wrote something different.*