

Meeting Vocabulary

S(2)

Business Communication

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Beginning & End

- ◆ **Open a meeting:** to commence it; declare its beginning
 - **opening remarks:** chairperson or leader's first words at a meeting (i.e. welcome, introductions)
- ◆ **Adjourn a meeting:** close a meeting; to wrap up.
 - **closing remarks:** last thoughts spoken in a meeting (i.e. reminders, thank you)
- ◆ **Boardroom:** a large meeting room, often has one long table and many chairs
- ◆ **Minutes:** a written record of everything said at a meeting. Minutes serve as a permanent record of what was decided, what actions must be taken, who must take them and when.
- ◆ **AOB :** any other business (unspecified item on agenda)

Participants



- ◆ **Quorum:** the number of people needed to be in attendance for a meeting to be legitimate and so commence.
- ◆ **Absentee:** Person not at the meeting, not present
- ◆ **Attendee:** Participant; person attending a meeting
- ◆ **Chairman/ chairperson :**The person who conducts the meeting.
- ◆ **guest speaker:** person who joins the group in order to share information or deliver a speech.
- ◆ **Participant:** person who attends and joins in on an event.
- ◆ **Attendance list:** a list passed round and signed as a record of attendance.

Voting

- ◆ **Ballot:** a type of vote, in writing and usually secret
- ◆ **Casting vote:** a deciding vote (usually by the chairman) when the votes are otherwise equal.
- ◆ **Proxy vote:** a vote cast by one person for or in place of another
- ◆ **Motion:** a suggestion put to a vote.
- ◆ **show of hands:** raised hands to express an opinion in a vote.

Choose the right word

1. We ran out of time and were forced tothe meeting. (**allocate, address, adjourn**)
2. If you have a please wait until Marie has finished speaking. (**commence, comment, formality**)
3. The board members couldn't come to a so they had to hold a vote. (**grievance, designate, consensus**)
4. Before we I want to remind everyone to sign the attendance form on the way out. (**wrap up, strategize, recommend**)

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6. In his the chairman thanked everyone for doing such a good job. (**final agenda, last ballot, closing remarks**)
 7. I'll as soon as all of the board members take a seat. (**verify, commence, brainstorm**)
 8. Since everyone was so we were able to finish the meeting early. (**participant, punctual, confidential**)
 9. We'll be discussing this year's profits at the next month. (**AOB, AGM, GAM**)