

Chairing Meetings	Starting Phrases
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1. Start the Meeting
- | | |
|-----------------------|-----------------|
| Shall we get started? | Shall we begin? |
|-----------------------|-----------------|

Shall we get started?

Shall we begin?

- ## 2. Summarize the Situation
- As you know, *regarding the current...*

As you know, *regarding the current...*

3. State the Objective
Our objective today is to *discuss* (*evaluate, develop, decide*) ...

Our objective today is to discuss (*evaluate, develop, decide*) ...

- | | | |
|---|---|---|
| <p>4. Introduce the Agenda <u>Items</u></p> <p>1. Discussion Meetings</p> <p>As you can see, there are <u>3</u> items:</p> <p>First, we'll <u>discuss</u> class priorities</p> <p>Then we'll <u>talk about</u> scheduling</p> <p>Finally, we'll <u>look at</u> cost distribution</p> | <p>2. Problem-Solving Meetings</p> <p>I think there are <u>2</u> ways to solve this problem.</p> <p>One solution is to...</p> <p>Another solution might be to...</p> | <p>3. Update-Overview Meetings</p> <p>So, as you can see, there are <u>3</u> items:</p> <p>First, we'll <u>hear a presentation</u> by <u>name</u>.</p> <p>Second, we'll <u>talk about</u> ...</p> <p>Finally, we'll <u>look at</u>....</p> |
| <p>5. Start the <u>First</u> Item <u>Name</u>, what's your opinion on...</p> | <p>Start the <u>First</u> Solution <u>Name</u>, what's your opinion on</p> | <p>5. Start the <u>First</u> Item <u>Name</u>, could you make your presentation?</p> |

As you can see, there are 3 items:

First, we'll *discuss* class priorities

Then we'll *talk about* scheduling

Finally, we'll *look at* cost distribution

I think there are 2 ways to

solve this problem.

One solution is to...

Another solution might be to...

So, as you can see, there are 3 items:

First, we'll *hear a presentation* by *name*.

Second, we'll *talk about* ...

Finally, we'll *look at*

- Name, what's your opinion on...

Name, what's your opinion on

Name, could you make your presentation?

Sequence Summary: 1. Start — 2. Situation — 3. Objective — 4. Items — 5. First

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1. Summarize the Meeting
- So, to summarize, we *talked about... discussed how to... tried to identify*

So, to summarize, we *talked about... discussed how to... tried to identify*

2. State the Decision // No Decision
We have decided to _____ // We have decided not to _____ because ...

We have decided to _____ // We have decided not to _____ because ...

- ### 3. Suggest the Action Plan
- What we should do next is first.... second... third...

What we should do next is first.... second... third...

- #### 4. Ask for Last Comments
- Are there any last comments before we close?

Are there any last comments before we close?

5. End the Meeting
- Shall we stop here? Thank you everyone.

Shall we stop here? Thank you everyone.

Sequence Summary: 1. Summarize - 2. State -- 3. Action Plan - 4. Comments — 5. End