



**TAITRA**  
**International Trade Institute**  
**Meetings Skills**

Student's Copy

Frequency and Duration: 8 x two-hour classes

**Course Aim:**

The aim of the *Meeting Skills* course is to provide you with the necessary skills and knowledge to chair and participate in meetings conducted in today's work environments, including the ability to work remotely.

**Course Description:**

Effective communication in a meeting context is important to modern businesspeople. Being able to do so in English is not only important but also more difficult. You should develop many necessary and useful skills which will transfer well to your work environment.

In this *Meeting Skills* course, you will be given the opportunity to advance your English language skills in the following areas:

- Planning and scheduling a meeting
- Chairing and participating in meetings
- Opening a meeting and introducing agendas
- Asking for and giving opinions
- Expressing negative opinions
- Clarifying discussion topics
- Making positive suggestions
- Handling misunderstandings
- Buying time and dodging questions
- Closing a meeting and AOB

**Course Materials:**

The course material used in class is from material developed in-house and supplementary material will be provided by the instructor when needed.

**Course Details:**

The unit order may be subject to change as instructors choose how to structure their lessons. Class time will also be used to practice using the language and skills learned in the course with small group meetings and roleplays.

<b>Week</b>	<b>Topic</b>
<b>1</b>	Making Arrangements <ul style="list-style-type: none"><li>● Arranging meetings</li><li>● Requesting, accepting, and declining meetings</li><li>● Rescheduling and arranging a meeting time</li></ul>
<b>2 - 3</b>	Opening a Meeting <ul style="list-style-type: none"><li>● Small talk and introductions</li><li>● Functions of the chair</li><li>● Running through the agenda</li></ul>
<b>4</b>	Making Progress <ul style="list-style-type: none"><li>● Giving the floor</li><li>● Opening and closing an item</li><li>● Sequencing language</li></ul>
<b>5</b>	Sharing Opinions <ul style="list-style-type: none"><li>● Asking for and expressing opinions</li><li>● Pre-empting and preventing interruptions</li><li>● Bringing people in</li></ul>
<b>6</b>	Negative Opinions and Clarifying Points <ul style="list-style-type: none"><li>● Negative opinions &amp; buffer language</li><li>● Asking questions</li><li>● Asking for clarification</li></ul>
<b>7</b>	Handling Misunderstandings and Closing the Meeting <ul style="list-style-type: none"><li>● Correcting misunderstandings</li><li>● Buying time and dodging questions</li><li>● Ending the last item</li></ul>
<b>8</b>	Closing and Summarizing a Meeting <ul style="list-style-type: none"><li>● AOB</li><li>● Confirming decisions and achievements</li><li>● Summary and wrap-up statement</li></ul>