

13 Meetings

EMPLOYEE MANUAL

SECTION 3.2

Matthew Redcart Association

Meetings

This department holds a meeting every Friday. The meeting is **called to order** at 3:00 pm in meeting room 302. The meeting will **adjourn** at 4:00 pm. Everybody in the department needs to **attend**.

The **purpose** of the weekly meetings is to communicate information. Departmental managers can **inform** staff about any new decisions, and staff can inform the managers about any problems in the department.

Please go to the meeting room five minutes before the meetings **commence**. Do not be late.

We want you to **contribute** to the meetings, so feel free to speak up. But please be **courteous** to other people. Please do not **interrupt** other speakers. When you want to contribute, please raise your hand and wait until the **chairperson** invites you to speak.

To **propose a motion** at a meeting, please inform the chairperson **in advance**. You need to propose the motion at least three days before the meeting.



Get ready!

- 1 Before you read the passage, talk about these questions.

- 1 Why do people have meetings?
- 2 What do people do at meetings?

Reading

- 2 Read this excerpt from an employee handbook. Then, mark the following statements as true (T) or false (F).

- 1 ☐ All the department's employees must be present at meetings.
- 2 ☐ Only the chairperson may propose a motion.
- 3 ☐ Meetings are over by 3:00 pm.

Vocabulary

- 3 Read the sentence pairs. Choose where the words best fit in the blanks.

1 **commence / attend**

- A What time does the meeting _____?
- B Do you plan to _____ the meeting?

2 **interrupt / contribute**

- A Do you want to _____ to our discussion?
- B Please do not _____ the speaker.

3 **in advance / courteous**

- A Karen is always _____ to other people.
- B It is wise to buy train tickets _____.