



## E3 Explore language used in meetings

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This classroom-based module encourages students and teachers to learn about meeting procedures and language.

Preview Resources

# English teacher's lesson plan

Suitable for teaching at most secondary school years or levels

## Explore language used in meetings

### **How to use this module**

Photocopy required numbers of the module. Distribute to students, invite them to choose their characters and then either individually or in groups act out the roleplay and work through the discussion and activities. Use as a class lesson or within your teaching plan.

### **Lesson duration**

One-two class lessons depending on objectives.

### **Achievement objectives:**

Interpersonal listening; exploring language; processing information; thinking critically

### **Characters**

Students perform characters in a meeting who are deciding how to spend money received from recycling. Characters include chairperson, secretary and persons one, two, three, four, five, six, seven and eight.

### **Assessment**

By performing this classroom based module students and teachers have:

- listened to the language of meetings
- observed meeting procedures and their purpose
- observed participation strategies and how they affect the meeting.

### **Note**

ActUp modules are fictional works. Any similarity or reference to actual events or places or products or persons, living or dead, is entirely coincidental and not intended.

## English

SETTING: A MEETING SITUATION. CHAIRPERSON AND SECRETARY ORGANISE PAPERS WHILE PEOPLE ARE TALKING AMONGST THEMSELVES. CHAIRPERSON KNOCKS ON A DESK.

CHAIR Order please! Order!

EVERYONE BECOMES QUIET

The purpose of this meeting is to decide what to do with the money earned from our recycling campaign. As we agreed when we started one half of the money has been set aside to gone to our charity. We now need to decide what to do with the other half of the money. In order that the meeting runs properly all questions should be directed through the chair, that's me, and if you wish to speak please raise your hand. The secretary will record the minutes of this meeting. Now, are there any proposals?

ONE (RAISES HAND) I have a proposal Chair.

CHAIR What do you propose?

ONE I propose we go to the movies. It's something we can all do, it's fun, and we can choose a movie that no-one has seen.

CHAIR Is there a seconder?

TWO (RAISES HAND) I'd like to second going to the movies. If we go to an afternoon screening it will be cheaper still and we can buy food at half time.

CHAIR Thank you. Are there more proposals?

THREE (RAISES HAND) Chairperson.

CHAIR Yes.

THREE I propose that we go bowling. Bowling is great, it's close and we could walk there. There's enough money collected so that we could go twice.

CHAIR Thank you. Is there a seconder?

FOUR (RAISES HAND) I second the proposal.

CHAIR Are there any more proposals?

NO-ONE SUGGESTS ANY FURTHER PROPOSALS

## Student worksheet

### Discussion and activities

Students perform the play then work through some or all of the following discussion and activities, either individually or in groups.

#### Discussion

1. The Chair says “The purpose of this meeting is to decide what to do with the money....” Why do people have meetings? List three different types of meetings.

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2. The Chair says “In order that the meeting runs properly...” How important is process within a meeting? For each of the three meetings above develop a meeting process that people could follow.

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3. Use the play to identify the different roles of people within a meeting.

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