

**CONVERSATION**

(The manager and the assistant manager are having a meeting.)

**CLIP 1**

**Manager:** Right then, Alex, let's get down to business. On the agenda today for our teachers meeting are the textbook making, seminars, rules and regulations of the school, and the upcoming visit of the investors. Are you okay with these points?

**Alex:** Yeah, that's great. If you could go through them in order, that'd be fine.

**CLIP 2**

**Alex:** Okay everybody thanks for coming. Let's keep this meeting fairly brief, just a couple of things on the agenda. First of all, as you can see, we are after a deadline for the completion of the textbook. We would like to hear the updates of the textbooks. Secondly, we will have discussions about the rules and regulation of the school. Finally, there will be a seminar to be held in at the end of the month.

### USEFUL EXPRESSIONS

- Let's get down to business.
- On the agenda...
- Let's keep the meeting fairly brief..
- First of all..
- Secondly..
- Finally..



**ACTIVITY** Set the agenda of the meeting using the following details.

<b>MEETING 1 (Teacher's Meeting)</b>	<b>MEETING 2 (Company's meeting)</b>
<b>Holidays</b>	<b>Employees' evaluation</b>
<b>Student's complaint</b>	<b>Tardiness and Absence</b>
<b>Teacher's concern</b>	<b>Deadline for the release of the product to the market</b>
<b>Upcoming celebration of the 1<sup>st</sup> anniversary of the company</b>	<b>Feedbacks from the clients</b>
<b>Textbook making</b>	<b>Employees' concern</b>