

# How to follow up a meeting

In this lesson you will learn language for writing minutes and talking about progress.

## Starter

- 1 How green is your office? Do the following quiz, and then talk through the answers with your teacher.

- 1 The majority of staff travel to work by:  
a bicycle                      c shared car  
b public transport      d private car.
- 2 Before you go home, you:  
a check unnecessary lights or equipment are switched off  
b just turn off your computer  
c don't think about turning things off.
- 3 The power supply comes from:  
a an 'alternative' source such as solar panels  
b the national grid  
c somewhere you're not sure of.
- 4 It's a hot summer. You:  
a wear light clothes and open a window  
b work outside  
c turn up the air conditioning and put on a jacket.

## Expressions

- 1 Morin PR is trying to 'green' its office in order to win a local authority award. Look at the extract from the action minutes of their initial meeting to discuss the project. How many different ways can you find for reporting what action someone will take?

**morin PR**

## Meeting minutes

- We agreed to order only recycled stationery in the future, including paper for the company brochures. Louis volunteered to source the best-value supplier.
- Louis is also to co-ordinate a team who will make arrangements for recycling office waste.
- The majority of staff drive to work. It was decided that we need to encourage the use of bicycles or public transport. Rita is to survey staff on what measures we could take to help them leave their cars at home. Possible ideas include a subsidized bike purchase scheme, showers and storage for cyclists, and subsidized public transport tickets.
- Bernard reported that solar panels provide the most viable alternative energy source. He was given the task of getting two detailed proposals for our building.
- Caroline put herself forward to discuss sourcing more locally-produced food with the catering manager.

## Speaking

- 1 You are Marie Bonnet. Speak to Caroline (your teacher) to check on progress with her tasks and encourage her if necessary.
- 2 Your boss (your teacher) is checking on your progress with your tasks following the recent meeting you attended to plan your company's 25th anniversary celebrations. Use your notes below to answer their questions and report back.

- Get quotes from 3 entertainers - 2 haven't replied
- Design invitation cards - started, but not sure of style
- Suitable gifts for guests - found business card cases, fountain pens, but over budget

## Language box

Compound nouns are nouns made up of two or more words. The first word often describes the type, function, or location of the person or object:

marketing manager, energy-efficient light bulb, entrance hall

Group or collective nouns are nouns which are singular in form but refer to a group of people or things:

company, government, team, department, family, majority, public, committee, audience

If we consider the group as a whole unit, we usually use singular verb forms and pronouns after group nouns. American English usually treats group nouns as singular:

The target audience is young professionals.

## Hint

Fractions can be singular or plural depending on what they are defining:

A quarter of our customers are over 50 years old.  
A quarter of my time is spent in meetings.

- Caroline also agreed to design a campaign to encourage staff to reduce waste by turning off lights, equipment, etc. and to recycle and reuse where possible.
- The committee agreed to complete all actions by the next meeting on 21st July.

- 2 Listen to three extracts from conversations in which Marie Bonnet, chair of Morin PR's project committee, follows up with members of the team. Complete the table below.

How does Marie ask about progress?	Will task be completed on time?
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Bernard

Rita

Louis

- 3 Rearrange the words to make phrases from the conversations. Listen again to check your answers.

- 1 could / by / up / held / the solar panel suppliers / be / we.
- 2 chase / if / you / up / them / were / I / I'd.
- 3 up / in / written / I'll / it / no time / have.
- 4 full / back / I'll / in / report.

## Writing

- 1 You are the manager of a health club which is scheduled to be visited by a health and safety inspector next week. Write an email to your team to check on progress with their tasks and remind them of the importance of meeting the deadline. Include language from **Expressions** and the **Language box**.



## Look

Look at the text in **Expressions** and listening script 21.1 on page 130. Find more examples of compound, group, and plural-only nouns, and nouns describing amounts.

Plural forms are used in British English if the focus is on individual members of the group:

The team have been working hard so that they'll be ready in time.

Some phrases which describe amounts using nouns in the plural are followed by singular verbs:

A hundred dollars wasn't enough for the deposit.

50kg is too heavy for this machine.

Plural-only nouns are words which are not used in the singular: *clothes, outskirts, thanks, manners, congratulations*.

My boss's manners are sometimes surprising.

## Lesson record

3 new words from this lesson

3 useful phrases from this lesson

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| 1 ..... | 1 ..... |
| 2 ..... | 2 ..... |
| 3 ..... | 3 ..... |

Things to remember

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