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# اللغة الانجليزية الفنية

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[Palestine Technical University-Kadoorie- Ramallah Branch]



## Chapter 3 – Section 3

[Instructor: Dr. Asem Obied]  
Second Semester -2023-2024

# Chapter-3



# Meetings in English

## **Roll Call/Apologies**

If the meeting is a small group, it is probably unnecessary to take attendance out loud. The person who is taking the minutes will know everyone personally and can indicate who is present and who is absent. In a larger meeting, it may be necessary to send around an attendance sheet or call out names. If an important figure is absent, it may be necessary for the chairperson to apologize for his or her absence and offer a brief explanation for it.

- It looks like everyone is here today.
- If you notice anyone missing, please let Jane know so that she can make a note of it.
- Unfortunately, Ken cannot join us today. He has been called away on business

## **Objectives**

Some people who hold meetings prefer to pass around copies of the agenda, and others will post a large copy on a wall, or use an overhead projector. No matter which format is used, attendees should be able to follow the agenda as the meeting progresses. Before beginning the first main item on the agenda, the speaker should provide a brief verbal outline the objectives.

Sample Introduction to the Agenda:

**Pierre:** As you can all see here on the agenda we will be mainly talking about the upcoming tourist season. First we'll discuss the groups that will be coming in from Japan. After that we'll discuss the North American Tours, followed by the Korean tours. If time allows we will also discuss the Australian tours which are booked for early September. Next, I'm going to request some feedback from all of you concerning last year's tours and where you think we can improve. And finally, we'll be voting on where and when to have this year's staff picnic.