

Lesson 5

Business Meeting

1. Vocabulary

1. Timeliness
2. Examine
3. Gauge
4. Belt-tightening
5. Eliminate
6. Drastically

2. Lesson: Evaluation & PoA

Chris: Very well! I think we just had a very productive meeting looking for solutions to the problem. Thank you everybody. Lisa, would you please read the main thoughts mentioned?

Lisa: Certainly. Here are the ideas:

1. 'Meet and Greet' activity.
2. Social Networking Sites.
3. Market research.
4. Review the timeliness of our marketing strategies.

Chris: Remember to keep in mind the root-cause of the problem -- slow response to a rising opportunity -- as we take the time to examine each of the ideas given.

Mae: I strongly believe that a 'meet and greet' activity at this point would not be useful and helpful for us at all. We have not clearly seen and understood our current situation for us to make a good judgment on what we must do. A "meet and greet" is a good activity to gauge the market's response,

but now is not the time for such.

Joey: I agree that engaging in such an activity, at this point, is such a poor choice. In addition, given that we are on a belt-tightening program, I can't see us hiring a consultant or an agency to get our presence in the internet.

Chris: Ok. I guess we can eliminate these two matters, then. Can we?

All: Yeah.

Tony: The market research is an interesting idea. But, as you may know, research takes some time to be interpreted into the format that you and I could understand. Plus, by the time we have the results in our hands, there's a possibility that it will not do us any good as peoples habits change more drastically these days.

Lisa: Maybe, as a quick fix or for a short run, it'll give us some temporary success.

Joey: Plus, we'll spend money if we contract that out. Our R&D is stripped to the bone and cannot afford the cost of such undertaking.

Chris: So, I guess that it's clear for all of us that the best course of action is to spend time reviewing our marketing strategies, and see firsthand how our marketing initiatives are helping us or otherwise.

Mae: We can use the weekend to hold our in-depth discussion for this matter. Everyone is free on the weekend as the performance evaluation had been moved to a later date.

3. Key Expressions

Closing a discussion:

- *Good job, everyone. I think we have some ground on this matter already.
- *Excellent teamwork! It seems like we've got it.
- *Well done everybody. I think we've got a grip on this.

Stimulating discussion and evaluation:

- *Please share your comments on this concern, taking into account our previous discussion.
- *Let's examine the solutions, bearing in mind our definition of the problem.
- *Feedback on these points is very much appreciated, keeping in mind our prior experience.
- *Can we consider each point?

Expressing negative opinions:

- *I just can't...since...
- *It's impossible to...as...
- *I can't see...given...
- *It's out of the question considering...

Politely eliminating suggestions:

- *We'll have to...as there is...
- *Is everyone agreed that we reject this suggestion?
- *This may not be applicable at this time.
- *I'm afraid that we'll have to rule out the suggestion due to...

Confirming the best action plan:

- *It's the obvious choice.
- *It's clear that...is the best option.
- *There's no doubt that...is the best course of action.
- *Clearly, it's the best move by far

4. Let's Apply

Finding solutions to a problem can be very challenging especially when several suggestions or ideas are on the table. The elimination of suggestions, if not handled properly, can result to misunderstanding between co-workers and/or bruised egos. As we have repeatedly mentioned in the other business materials, politeness, and its importance in every business situation, is viewed with high regard.

Master the expressions given in this lesson, and discover other ways of politely expressing your thoughts of agreement or disagreement, to any matter in discussion.