Meetings – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Greeting people, Introducing people, Describing responsibilities	Greetings and introductions
KP 2	Speaking on behalf of others, Delivering an opening line, Welcoming people, Describing roles in meetings, Passing on apologies	Initial formalities
KP 3	Describing objectives, Giving reasons and justification, Describing a sequence of items	Introducing the agenda
Unit 2 KP 4	Moving on to new subjects, Opening agenda items, Closing agenda items, Referring to subjects, Inviting participants to present items	Opening and closing items
KP 5	Stating whether items are relevant, Focusing the discussion on the agenda, Signaling points for later discussion	Controlling the discussion
KP 6	Requesting action, Volunteering to take action, Asking for volunteers, Specifying action to be taken, Arranging for future contact and reporting	Arranging follow-up
Unit 3 KP 7	Making suggestions and recommendations, Inviting suggestions and recommendations, Giving opinions	Suggestions and recommendations
KP 8	Expressing degrees of agreement and disagreement, Softening	Agreeing and disagreeing
KP 9	Simplifying and clarifying, Rephrasing, Asking for clarification, Summing up	Clarifying and summarizing
Unit 4 KP 10	Asking to enter the discussion, Inviting participants to enter the discussion, Giving an update	Entering the discussion
KP 11	Interrupting, Resisting interruptions, Calling a discussion to order	Interruptions
KP 12	Referring to earlier comments, Expanding on specific points	Furthering the discussion

Unit 5 KP 13	Inviting participants to vote, Reporting the result of a vote	Group decision
KP 14	Focusing on outstanding issues, Agreeing on arrangements for a meeting, Closing a meeting	Closing a meeting
KP 15	Making written descriptions of action and attributing responsibility in meeting minutes	Minutes of meetings
Unit 6 KP 16	Comprehensive review	Making the most of meetings
KP 17		International meetings
KP 18		Seating arrangements