

➤ Study the following words and expressions together with their definitions with your tutor. Then, construct your own sentences using each word/expression on the list.

Word/Expression	Definition	Sample Sentence
n. <b>agenda</b>	a list or outline of things to be done or considered	Construct a sentence using " <b>agenda</b> ".
n. <b>minutes</b>	the official notes kept during a meeting	Construct a sentence using " <b>minutes</b> ".
v. <b>address</b>	to resolve a problem	Construct a sentence using " <b>address</b> ".
v. <b>go over</b>	to check something in a careful or detailed way	Construct a sentence using " <b>go over</b> ".
v. <b>end up</b>	turn out to be	Construct a sentence using " <b>end up</b> ".

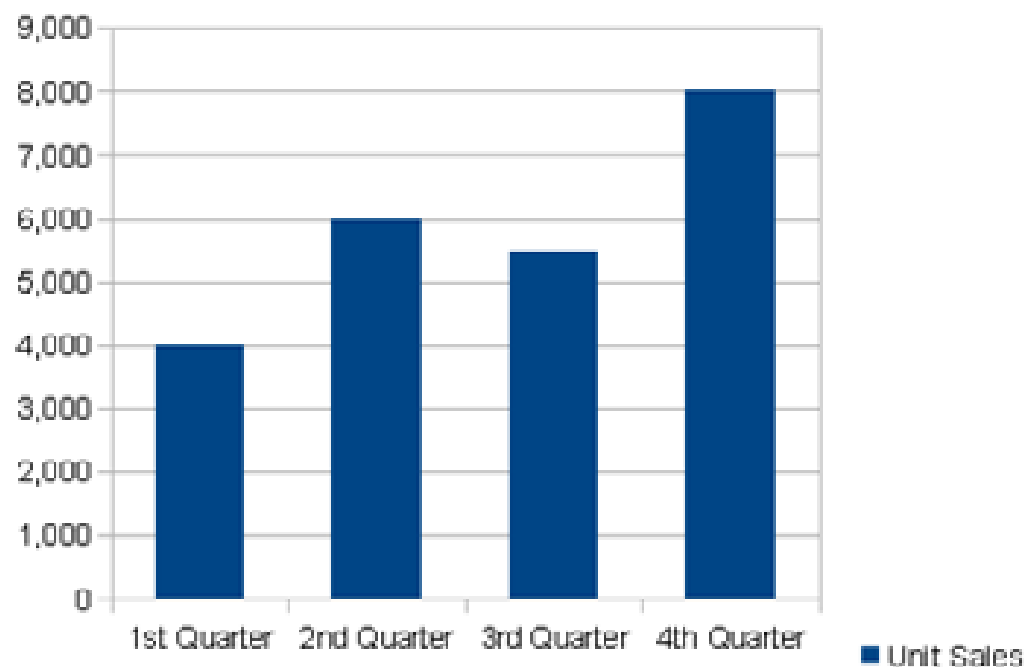
- Listen to your tutor as he/she reads the text.  
Study and interpret the given data. Then, discuss with your tutor.

In the upcoming interdepartmental meeting, you're assigned to explain the 2016 Sales Report of Smartphone Units.

Make sure to follow the format below in your explanation.

- introduce the general idea
- enumerate main points
- make a conclusion

### 2016 SALES REPORT OF SMARTPHONE UNITS



## Activity 3 Problem-solving

5 min

Meeting: Setting an Agenda  
Business English for Expert **weblio** 英会話

- Read the passage below silently. Then, discuss with your tutor.  
In your discussion, talk about how you would deal with the situation.

As a conclusion of the recent meeting with department heads, you need to relay the information about the 2016 Sales Report of Smartphone Units to your team, and come up with an action plan for this year's marketing and advertising plan. The decrease in sales in smartphone units in the 3rd quarter was due to the problem with the production around July. It resulted in the delay in product release.

➤ Read the text silently. Express your opinion on each statement in 4-5 sentences.

- ▶ I'd rather head the meeting than write the minutes.
- ▶ Setting an agenda is the most important part of a meeting.
- ▶ Long meetings are productive.