

Lesson 3

- **Controlling a Meeting**
- **Meeting Simulation**

❖ Questions:

Share your experiences with the class and discuss

- Have you been successful in controlling a discussion during meetings?
- What do you do when attendees are talking endlessly on a topic?

Tips for Controlling a Discussion

In order to conduct an effective meeting, a chairperson should:

1. **Manage** the time.
2. Make sure that all participants have **equal opportunities** to speak.
3. **Control** the discussion so that it doesn't go off on a tangent.
4. **Avoid excessive control** to encourage active participation.
5. **Interrupt if necessary** to avoid further confusion.

Useful Expressions

■ Q&A Session 質疑応答時の有用表現

1. **Do you have any comments or questions** for Keiko?
1. 恵子さんに対してコメントやご質問はありませんか。
2. **We're short of time** so I'm afraid we won't be able to answer all of your questions today.
2. あまり時間がないので、今日すべての質問答に答えることができません。
3. **If there are no more questions,** let's move on to the next item.
3. 質問がなければ、次の議題に進みたいと思います。
4. **Does anyone have any objections?**
4. 反対の意見はありますか。
5. **Does that answer your question?**
5. 答えになりましたか。

■ Avoiding Confusion 議論の混乱を制御する時の有用表現

6. Excuse me Ms. Yoshida, **could you hold your comments, please? Let's let Mr. Okuda finish what he wants to say.**

6. すみません、吉田さん、少し待っていただけますか。
奥田さんの発言を最後まで聞きましょう。
7. I think we're **going around in circles.**

7. 話が堂々巡りになっているような気がします。
8. **I think we're getting sidetracked.**
Let's focus on the issue at hand.

8. 脱線しているように思います。本題に集中しましょう。
9. **You have a good point, but** today, the focus is on pricing strategy.

9. ご指摘の点は重要だと思います。しかし本日の会議では価格戦略の話にフォーカスしたいと思います。
10. Let's **stick to the topic.**

10. 本題に戻りましょう。
11. **Before moving on to the next item, I'd like to summarize what we've discussed so far.**

11. 次の議題に移る前に、これまで話し合ったことを要約したいと思います。
12. **I'm sorry to interrupt, but I don't think that's related to the purpose of today's meeting.**

12. お話の途中ですみませんが、それは今日のミーティングの目的と関連していないように思えます。

■ Proceeding ミーティングを進行する時の有用表現

13. **Let's turn to the next item. / Let's move on to the next item.** 13. 次の議題に移りましょう。
14. **We haven't heard from Kosuke yet.** 14. 耕介さんからまだ発言がありませんが。
15. I don't think we'll be able to come to a conclusion today. **Why don't we** continue this discussion via email? 15. この議論はこの会議では結論がでないと思います。Eメールで議論を継続するという事でよろしいですか。
16. **Can I remind everyone that** it's important that we finish on time. 16. 時間通りに終わることが重要である事を皆さんに気付いて欲しいです。
17. **Please feel free to share your ideas and opinions.** 17. どうぞ自由にアイデアや意見を共有してください。
18. **Does anyone have any ideas on this?** 18. どなたかこれについてアイデアをお持ちですか。
19. John, **would you like to make a comment?** 19. ジョン、何かコメントがありますか。
10. **Sorry to interrupt, but I don't want to spend too much time on this point.** 20. お話中すみませんが、あまりこの点について時間を割きたくありません。

Activity

- *Work with a partner. Read each situation below. Discuss and select appropriate expressions from the “Useful Expressions”.*

1. Person A is explaining something in too much detail and other members are starting to get agitated. What should the chairperson do?

⇒ _____.

2. The discussion is going off on a tangent. Person A hasn't said a word yet. What should the chairperson do?

⇒ _____.

1. Person A is asking lots of questions about a certain topic but no one is in a position to reply. You only have 15 minutes left before the meeting finishes. What should the chairperson do?

⇒ _____.

2. It's almost lunchtime but you haven't come to a conclusion yet. What should the chairperson do?

⇒ _____.

3. Everyone is blurting out their opinions without listening carefully to what others are saying. Some people are starting to get confused. What should the chairperson do?

⇒ _____.

Meeting Simulation

Company Training Programs

Task:

Work in a group. Look over the training course list below. Then hold a 30-minute meeting and discuss which three programs would be most suitable for your employees.

The purpose of this meeting is to narrow down to three programs within the budget.

Situation:

You belong to the Human Resources Department. Your company calendar allows you to have only three programs per year.

The budget for this year is ¥10,000,000.

Course Name	Cost
<p>1. Organizational Skills: (1-day course) This course teaches how to prioritize work and keep your paperwork organized. This will help employees to use their time more productively.</p>	¥1,000,000
<p>2. Cross-cultural Communication: (3-day course) This course focuses on learning how to communicate effectively with foreigners by understanding different cultural backgrounds.</p>	¥4,000,000
<p>3. Conflict Management: (3-day course) This course teaches managers to handle conflicts among employees. Managers will acquire the skills to control heated discussions.</p>	¥5,000,000
<p>4. Networking Skills: (2-day course) This course teaches how to approach people and make small talk. These skills will help you make the business contacts you need.</p>	¥2,000,000
<p>5. Office Etiquette: (2-day course) This courses teaches good business manners and professional behavior when doing business globally.</p>	¥2,000,000
<p>6. Logical Communication: (3-day course) This course focuses not only on the English language, but also the “thought process” behind it. By learning the “thought process”, you will be able to communicate more effectively.</p>	¥5,000,000

Evaluation Sheet

Check Items	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
1. Did the chairperson greet the participants?		
2. Did the chairperson state the purpose and direction?		
3. Did everyone introduce themselves?		
4. Did the chairperson go over the agenda?		
5. Did the chairperson clarify what needs to be accomplished?		
6. Did the chairperson mention the length of the meeting?		
7. Was the chairperson able to manage the time wisely?		
8. Did the chairperson make sure that all the participants had equal opportunities to speak out?		
9. Was the chairperson able to keep the discussion on track?		
10. Did the chairperson interrupt only when necessary to avoid further confusion?		
11. Were you able to use the expressions introduced in this unit smoothly?		