



Inglés con Joe
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CHALKIE



Mastering In-Person Business Meetings in the U.S.

Essential Language, Culture, and Skills
for Success

Learning Objectives

By the end of this lesson, you will be able to:

- Use key vocabulary and phrases for formal and semi-formal business meetings
- Recognize important aspects of U.S. meeting culture
- Participate confidently and appropriately in in-person meetings
- Analyze and model effective meeting communication
- Apply new skills through self-study and real-world activities



Key Vocabulary for Meetings



Meeting Agenda

Topic: _____ Date: _____

Meeting Date: _____ Time: _____

Meeting Location: _____

Topic	Time	Notes/Action Items

Agenda

A list of topics to discuss during a meeting.



Consensus

General agreement among meeting participants.



Stakeholder

A person with an interest or concern in the project or business.



Company Name

Action Plan

Prepared by: _____ For the benefit of: _____

Objectives	Tasks	Success Criteria	Time Frame	Resources

Action item

A specific task assigned to someone during the meeting.

More Key Vocabulary



Follow-up

Actions or communications after the meeting to ensure progress.



Chair (the meeting)

To lead or facilitate the meeting.



Punctuality

Arriving on time or a few minutes early.

Meeting Culture Vocabulary



Small talk

Brief, friendly conversation at the start of a meeting.



Directness

Clear, concise communication without being overly indirect.



Body language

Nonverbal communication like eye contact and gestures.



Participation

Actively asking questions and sharing ideas in meetings.

U.S. Meeting Culture: Key Insights

Punctuality

Arrive on time or early; lateness is unprofessional.

Small Talk

Begin with light topics like weather or recent events to build rapport.

Directness

Use clear, concise language; avoid vagueness.

Body Language

Maintain eye contact, give a firm handshake, and use open gestures.

Participation

Everyone is expected to contribute.



Real-World Examples



A project team meets at 9:00 AM sharp. The leader opens with small talk, then reviews the agenda.

Everyone is encouraged to ask questions and share ideas.



During the meeting, tasks are assigned as action items. The chair checks for consensus before moving forward.

Afterward, a follow-up email is sent to keep everyone on track.



Sample Dialogue: Project Kickoff Meeting

Maria: Good morning! Let's start with introductions. I'm Maria, chairing today's meeting.

James: Hi, I'm James from marketing. Excited to start!

Lisa: Hello, Lisa from finance. Looking forward to the budget discussion.

Maria: Here's the agenda: review the project timeline, then discuss resource allocation. Any questions?

James: Can we clarify marketing deadlines?

Maria: Yes, we'll cover that in the timeline. Let's begin!

Meeting Terminology Check-In



Question 1:

What is an 'agenda' in the context of a business meeting?

Question 2:

Explain the term 'follow-up' and why it's important after a meeting.

Question 3:

How do 'small talk' and 'directness' each contribute to effective communication in a U.S. business meeting?

Answers on the next slide...

Meeting Terminology Check-In



Answer 1:

An agenda is a list of topics that will be discussed during a meeting.

Answer 2:

Follow-up refers to actions or communications after a meeting to ensure progress, important for maintaining momentum.

Answer 3:

Small talk helps build rapport at the start of a meeting, while directness ensures clear and concise communication during discussions.

Summary: Key Takeaways

You have learned essential vocabulary and cultural practices for in-person business meetings in the U.S.

Remember:

- Use formal terms like agenda, action item, and consensus
- Be punctual, participate actively, and communicate directly
- Apply these skills in real meetings and self-study activities

Practice makes perfect—keep building your confidence!





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Gracias,

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