A KEY SKILL FOR PANDEMIC TIMES!

These days more and more meetings are being conducted online due to the coronavirus pandemic or company cost reduction programs. As well as the usual language spoken in meetings, there are certain phrases that are used especially in online meetings / conference calls / teleconferences. If you learn these phrases, you will be able to communicate more effectively in a teleconference and hold smoother virtual meetings.

The phrases below are associated with starting an online meeting and they can be categorized as follows.

1. Checking others have joined
2. Introducing yourself and others
3. Apologizing for absent members
4. Announcing that you will leave early
5. Setting ground rules
6. Starting the meeting

Practice saying the phrases below with your instructor.

EXAMPLES

Checking others have joined

✓ Are we waiting for anyone else?

✓ Are we all here? / Is everyone online?

✓ Let's wait for a moment until everyone is here.

✓ Is Jim here? / Has Lee joined us yet?

✓ Who just joined?

✓ One moment, please. Ohashi-san in Hashimoto is joining us.

✓ A: I think Kim is joining us. Kim, are you there?

✓ B: Yes, I'm here. Hello, everyone.

ASPIRE
COMMUNICATIONS

Introducing yourself and others
✓ Hello everyone. Sarah here / It's Sarah.
✓ A: Good afternoon. This is Cindy speaking.
✓ B: Hello Cindy. Thank you for joining us today.
First time
✓ Good morning. This is Ken Suzuki from the Tokyo office.
✓ Hello everyone. My name is Hiroshi Sato and I'm an engineer in the TD department at Fab 15.
✓ I'd like to introduce Takashi Okamoto. He works in Sales in the Tokyo office.

Apologizing for absent members
✓ I'm afraid John cannot join us / make it today.
✓ Unfortunately, Sato-san won't be with us today (because he/she is …)
✓ Kate is held up / not with us, so we'll have to start/proceed without her.
✓ Suzuki-san is in another meeting. He will join us in 30 minutes.

Announcing that you will leave early
✓ I will have to leave in about 30 minutes. I have another meeting.
✓ I'm only available for 50 minutes today. I'll have to leave before the end.

Setting ground rules
✓ There will be five minutes for each item.
✓ We'll have to keep each item to 10 minutes (otherwise we won't get through everything).
✓ Let's make sure we finish by 12:00.
✓ There are many nationalities here today. Please speak clearly and slowly so that everyone understands.
✓ May I remind you to / Please could you speak one at a time?
✓ Remember to turn off the mute button when you are speaking. Please turn it on when you're not speaking.

Starting the meeting
✓ Is everyone ready to start?
✓ If we're all here, let's begin/let's get started.
✓ Shall we start?
✓ Okay, welcome to the (weekly) meeting.
✓ The purpose of this meeting is to (clarify the new security procedures).
✓ Has everyone seen the agenda?
✓ There are three topics on the agenda that we need to discuss.

ASPIRE
COMMUNICATIONS

EXAMPLE DIALOGUE

Hiroshi: I think Lee is joining us. Lee, are you there?
Lee: Yes, I'm here. Hello, everyone.
All: Hello, Lee.
Hiroshi: Are we waiting for anyone else?
Yuko: No, I think everyone is here now.
Hiroshi: Great. Before we start, I'd like to introduce Grace Chang. She works in the Design team in Hashimoto.
Grace: Hello everyone. Nice to meet you.
All: Hello Grace.
Hiroshi: Okay, let's get started. Welcome to the meeting everyone. Our purpose today is to update everyone on our progress with the design for the new product.

YOUR TURN!

Hold small online meetings on the topics below. Try to include some of the teleconference language above when you start the meeting as well as any other relevant Micron Moment meeting skills. (If you are doing this activity face to face, just imagine that it is an online meeting).

· An idea for a new hire activity this spring
· A new service for Micron employees
· An idea for the next volunteer activity
· The best restaurant in your city
· (Your idea)

Click here! for more advice and techniques for
Meeting English!

ASPIRE
COMMUNICATIONS