

Business Texts 6: Business Minutes

Research has shown that in minutes there a number of sections or headings under which work is carried out. Put the headings of each part of the minutes into the correct order that you expect to see in a set of minutes. Next to each one, translate the title into your own language.

English	Order	Your language
Any other business		
Participants present		
Introduction to meeting		
Date of the next meeting		
Apologies		
Items e.g. 1-10		
Approval or correction of previous minutes		
Matters arising		

Meetings & Minutes Terminology

1. If you "abstain" from voting what are you doing ?
2. What does A.O.B. mean ?
3. Who normally has the "casting vote" in a formal meeting ?
4. If you "back" someone, what are you doing ?
5. The Chairperson of the meeting says "Shall we take t he minutes of the last meeting as read ?" What does he/she mean ?
6. What is a synonym for "delay" a meeting.
7. If you "second" someone, what are you doing ?
8. The chairperson "gives the floor" to someone. What is happening ?
9. If you give "power of attorney" to someone, what are you doing ?
10. If an idea is "amended" what has happened to it ?
11. If you "take the floor" what are you doing ?
12. You change the day of a meeting from Friday 11 to Tuesday 8. Are you "bringing it forward" or "pushing it back" ?
13. What is the difference between "cancel" and "postpone" ?
14. If you "adjourn" a meeting, what are you doing ?
15. Most minutes highlight points of responsibilities and actions to be taken. Where would these be written?

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1. The meeting was _____ by a representative from the workers union.
2. Peter _____ that he had spoken to the shipyard and that a decision was pending.
3. A plan for the trip was _____ in the discussions.
4. The whole wage structure for the company was _____.
5. Finally, the schedule was _____ on.
6. The motion was _____ only after long and often violent discussion on the part of the participants.
7. The meeting _____ the possibility of outsourcing the work.
8. It was _____ that the meeting be adjourned until next week.
9. He _____ that he would never have done such a thing had he known then what he knows now.
10. It was _____ on several occasions that this was not the best way to deal with the problem.
11. The minutes for the meeting had been _____ beforehand.
12. The closure of the factory was _____ at length.
13. The news was _____ extremely well.

Reporting Verbs

14. Mr Smith _____ the need for careful thinking before any decisions are made.
15. It was _____ that the next meeting will take place on the 28 of February.
16. No strong opinions were _____ on the issue.
17. JKM _____ on the latest developments in Europe.
18. NLF _____ that we think a little more about it.
19. JM _____ last years results to the meeting.

There are many 'reporting' verbs used in minutes. Use those in the box to complete the sentences. Often there is more than one alternative and you can use the same verbs as often as you like

addressed	agreed	approved	circulated	confirmed	considered
decided	discussed	expressed	included	pointed out	presented
proposed	received	reported	reviewed	stated	stressed
suggested					