

Basic Meetings – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Greeting people, Introducing people, Giving responsibilities	Greetings and introductions
KP 2	Welcoming people, Thanking people, Passing on apologies	Getting started
KP 3	Describing objectives, Giving reasons and justification, Describing a sequence of items	Clarifying the agenda
Unit 2 KP 4	Moving on to new subjects, Opening agenda items, Closing agenda items, Referring to subjects	Working through the agenda
KP 5	Stating whether items are relevant, Focusing the discussion on the agenda, Signaling points for later discussion	Managing the agenda
KP 6	Requesting action, Asking for volunteers, Volunteering to take action, Specifying action to be taken, Arranging for future contact and reporting	Agreeing on action
Unit 3 KP 7	Inviting participants to enter the discussion, Asking to enter the discussion, Inviting opinions, Giving opinions, Inviting suggestions, Making suggestions, Referring to earlier comments	Participating actively
KP 8	Expressing degrees of agreement and disagreement, Asking for clarification, Rephrasing	Reaching agreement
KP 9	Interrupting, Resisting interruptions, Calling a discussion to order	Interruptions