

# Writing file 2

## Writing up minutes of a meeting

- 1** Have you ever taken minutes at a meeting? Was it easy or difficult? Why? What information did you include? Look at the minutes below and see if they include similar things.

### Minutes of GAS Holdings meeting

**Date and time** Monday 10th May at 16.00

**Venue** Andy's Hotel, Cleethorpes

**Present** Janice Miller (Chair), Elizabeth Chancing, Michael Forester, Paul Grayson

**In attendance** Chris Bowmen (Managing Director LANDY Communications)

**1 Welcome**

JM welcomed everyone to the meeting.

**2 Minutes of the last meeting**

These were accepted to be a true record.

**3 LANDY Communications**

JM invited CB to outline his proposal for the joint business venture. Following this there was a question and answer session. All reactions were favourable but it was suggested that a working group look at the proposal in more detail before taking things further.

Action: EC to be in charge of the working group and invite members to review CB's proposal.

**4 New company brochures**

As discussed at the last meeting, a new brochure has been designed to incorporate the changes at GAS Holdings over the last year. Due to delivery problems, the brochures are still at the printers. JM asked for a volunteer to collect them.

Action: MF to collect brochures tomorrow.

**5 Staff party**

To celebrate the 5th anniversary of GAS Holdings, a party will be held at the end of next month.

Action: PG to organize the invitations.

**6 A.O.B.**

There was none.

**7 Date of next meeting**

Wednesday 14th June

- 2** Look at this advice for writing minutes. Complete the sentences with *Do* or *Don't*. Use the minutes in **1** above to help you. Then decide if these things should be done before, during, or after the meeting.

- 1 ..... use the meeting agenda to help you design the outline of the minutes.
- 2 ..... try to write down everything everyone says.
- 3 ..... decide how you will take the minutes: handwrite, word process, or record them.
- 4 ..... wait for a week before writing up the minutes from your notes.
- 5 ..... make sure you know who is who in the meeting.
- 6 ..... make an action plan for each point on the agenda.
- 7 ..... include names of who is present and the name of the organization.
- 8 ..... write long sentences.
- 9 ..... use participants' initials.

- 3** Look at these examples from the text. Why is the the infinitive being used? How would you write these in an email?

MF to collect ...

EC to be ...

PG to organize ...

- 4** Think about some minutes you have seen from a meeting you have attended. Are they similar to the minutes in the example in **1**? How do they differ? What information should always be included in minutes?

- 5** **08▶** Listen to the meeting between Bruno Lewis, Josie Lawrence, Samira Khan and Jamie Ortega from the Chicago Volunteer group in Unit 2 in your Student's Book and take notes.

- 6** Write up the minutes of the meeting using the notes you made in **5**.