

Listening tool

Topic 1. Kick-off meeting: starting and going through the agenda

Step 1. Have a look through the language list to get fully familiar with the useful lexical and grammatical items. Don't check the unfamiliar words yet, try to get their meaning from the listening context first.

Vocabulary	Sentence structures
turn on VS turn up sit in on a meeting/a call be tied up on/ in sth / with sth entire manage to <do> make it give sth a go collaborate on sth direct supervisor have extensive experience design and undertake large-scale trials be a part of previous split sth into sth refer to preliminary be subject to change reach a consensus on minimum and maximum a provisional plan lay out the data establish sth refine sth update sth accordingly figure (number) classify —> reclassify take one's time <to do>	...all things considered. <do A> without <doing B> It looks like... In fact,, including A, B, C Due to <noun>,... ...later than anticipated The new data suggests... (we were overly conservative with) Accordingly, ... <do sth> based on ... We think/believe ...is for the best.

Step 2. Work with the listening task.

Listen to extracts from a video conference conversation between two teams. You will hear four people during the conversation. **Kate** and **Linda** (both female) belong to a Chinese company. **Bill** and **Peter** (both male) represent an overseas client company.

Step 1. Listen several times to understand the context.

Step 2. Try to answer the questions in Part. A. If needed, listen another time.

Step 3. Read through Part B guidelines and listen one more time filling in the relevant information.

Time commitment:

30-45 minutes over 2 days, meaning - **do not** overstretch yourself by having to respond to the specific details on “day 1”. Work with listening materials first to get more familiar, then on the following day, spend 10-20 mins giving the responses to the guiding questions below.

Part A. Listening for gist.

First listen through several times to understand the context. Then answer the questions below. Write your responses down.

1. What's is the purpose of the meeting according to the agenda?
2. What technical problems did they encounter?
3. Why did they spend so much time making small talk before starting the main discussion?

Part B. Listening for details.

Listen again for specific phrases used by the speakers in the dialogue to perform the functions below. Give one phrase or sentence for each answer (note that for some functions there may be more than one possible answer). Write your responses down.

1. Ask to wait while you deal with a problem.
2. Introduce a slight change in the meeting flow.
3. Apologize for joining the meeting late.
4. Introduce a colleague.
5. End small talk and start the formal discussions.

6. Remind participants what happened in the previous meeting.

7. Check that you heard someone correctly.

8. Introduce the meeting goals or flow.

9. Welcome a colleague to give input.

10. Ask for extra information or clarification.

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