

English for Meetings and Teamwork



- Build confidence and fluency in English collaboration



- Covers meeting phases, contribution strategies, teamwork language, feedback culture



- Created for learners, educators, and course publishers



- Addresses speaking up, polite interruption, disagreement, and confirming understanding



Core Meeting Roles and Responsibilities



Facilitator:

Keeps the group focused and balanced; remains neutral



Timekeeper:

Tracks agenda limits and reminds the group when time is short



Note-taker:

Records decisions, action items, and responsibilities accurately



Participant:

Contributes ideas and listens actively to others



Chair /Leader:

Plans, prepares, and presides over the meeting agenda



Starting and Structuring a Meeting



- Greet attendees, state the agenda, set time and goals



- Use natural transitions:
"Let's move on to the next item"



- Invite input early:
"What do you think?" /
"What are our goals here?"



- Confirm meeting purpose before discussion

AGENDA



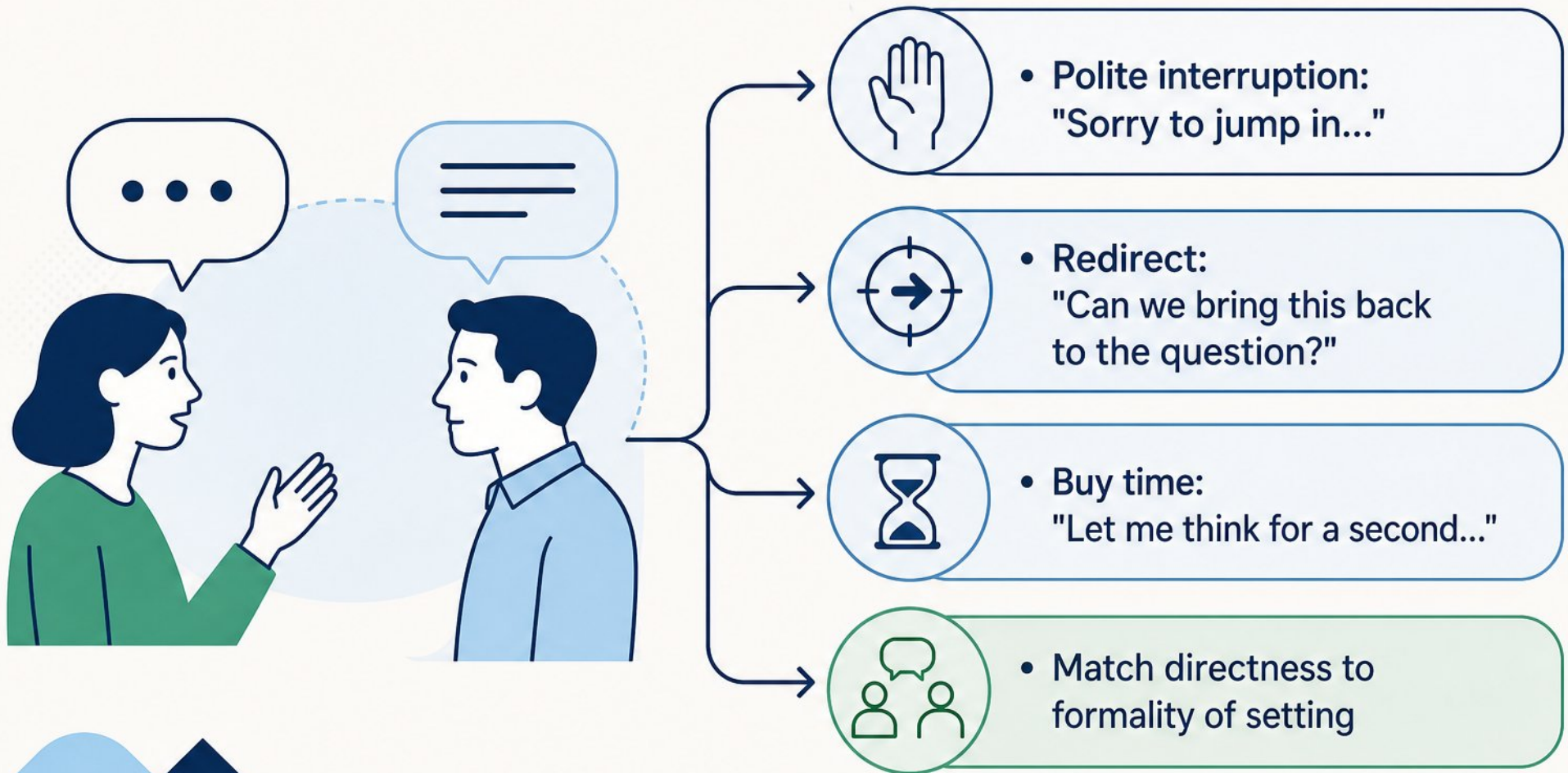








Contributing, Interrupting, and Redirecting



Agreeing and Disagreeing Politely



- **Agreement ladder:**

Absolutely → I couldn't agree more →
I agree → I see your point



- **Acknowledge first:**

"I see your point, but..." or
"That's a good point, though..."



- **Avoid personal language:**

say "I see it a bit differently"
not "You're wrong"



- **Three-step choreography:**

acknowledge, soften, argue
with a reason or proposal



Clarifying and Confirming Understanding



- Ask politely: "Could you clarify what you mean by...?"



- Paraphrase to confirm: "So if I understand correctly, the plan is to..."



- Check group understanding without sounding critical



- Listen actively to signal understanding, not agreement



Giving Updates and Progress Reports



- **Structure:** "Yesterday I worked on... Today I'm picking up..."



- Describe progress, delays, and next steps clearly



- Use verb tenses: ongoing vs. completed work



- Flag blockers professionally: "Can we flag this as a blocker?"



	YESTERDAY I WORKED ON _____ _____
	TODAY I'M PICKING UP _____ _____
	NEXT STEPS _____ _____
	BLOCKERS _____ _____

Teamwork Language and Shared Responsibility



- Shift from siloed to collaborative language: "How can we solve this together?"



- Build trust and safety with inclusive pronouns: "we," "our," "us"



- Invite quieter voices: "What do you think, Tobi?" or "Let's hear from others"



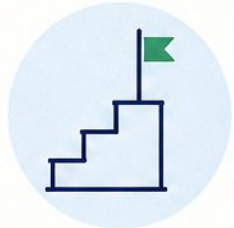
- Balance individual ownership with collective outcome: "You own your role, we own the result"



Making Decisions and Reaching Consensus



- Propose options inclusively:
"Let's build on each other's ideas"



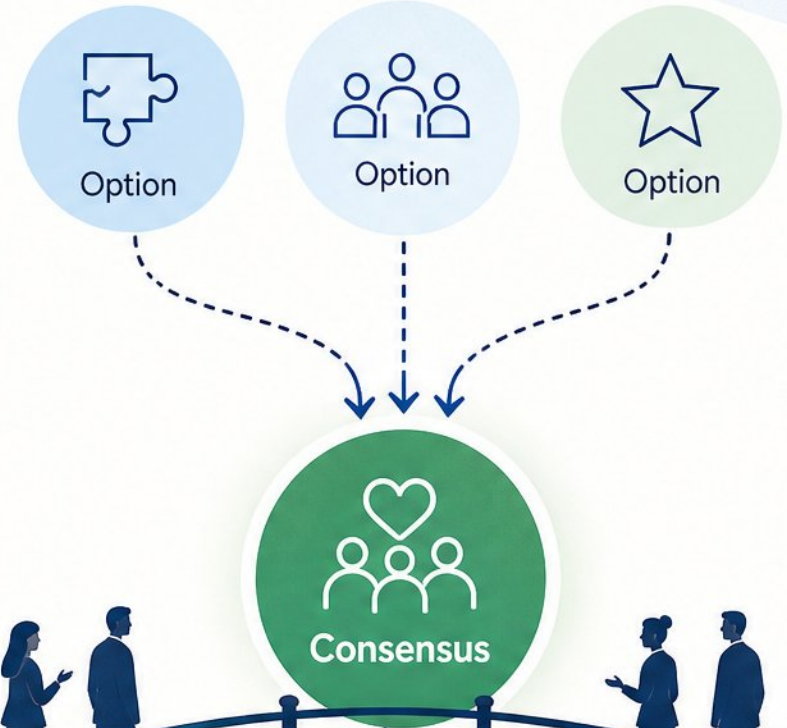
- Build agreement step by step,
not by forcing votes



- Confirm decisions:
"Does that work for everyone?"



- Assign clear owners and
follow-up actions explicitly



Handling Difficult Moments



- Slow the pace: "Let's take this one point at a time"



- Stay neutral with non-blaming language and steady tone



- Redirect to the shared problem: "What outcome are we trying to reach?"



- Acknowledge feelings; avoid taking sides



- Intervene early, before tensions escalate



De-escalating Tension in Meetings



- Intervene at the first tone shift, not after full conflict
- Stay neutral: acknowledge feelings without judging who is right
- Use scripts like "Before we move on, I want to make sure I understand your position"
- Separate people from the problem: "It sounds like you both want this delivered on time"
- Focus on shared outcomes, not personal positions













Closing, Summarizing, and Follow-Up



Summarize what was agreed:

"Let me run through what we've agreed."



Confirm deadlines and owners:

"Who's taking ownership of this?"



Close professionally:

"I think that covers everything. Thanks, everyone."



Plan next steps with clear action item templates for follow-up emails.



ACTION ITEM OWNERSHIP

ACTION ITEM	OWNER	NEXT STEP



Inclusive Language for Teamwork

- Use “Hello everyone,” not “you guys”
- Replace “That’s not my job” with “How can we solve this together?”
- Frame problems as shared: “What do we need to move this forward?”
- Small word choices build trust and psychological safety



Feedback Culture in Teams



- Use SBI pattern:
Situation, Behaviour, Impact



- Shift from blame to system improvement: ask what happened and how to fix it



- Reinforce positives:
'I appreciate your effort',
'How can I help?'



- Frame feedback as shared learning, not personal attack

SBI FEEDBACK MODEL



Situation

Describe the context clearly.



Behaviour

Describe the observable behaviour.



Impact

Share the impact it had on you, the team, or goals.



Practical Strategies and Practice Scenarios



- Simulate conversations to apply language naturally



- Start with key skills: interrupting, clarifying, closing



- Role-play: facilitate, update, disagree, de-escalate



- Build a personal bank of 3-5 key phrases



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