

To meet or not to meet?

“How to save the world (or at least yourself)
from bad meetings”
video worksheet

Upper-Intermediate/Advanced level

Warm-up

Watch the video [“Every meeting you’ve ever been to”](#) and discuss it. What do you think about it?

Have you ever had such a meeting?



Lead-in

Discuss the questions:

1. What can you say about your professional area?
Do you have to attend/organise meetings?
2. What is a business meeting?
3. Read the [most common types of meetings](#) and give some examples from your experience:
 - Status Update Meetings
 - Decision-Making Meetings
 - Problem-Solving Meetings
 - Team-Building Meetings
 - Idea-Sharing Meetings
 - Innovation Meetings



Task 1. Pre-watching > check the vocabulary

Match the phrases with the definitions.

1. To settle in
 2. Actionable
 3. To pop up
 4. Self-inflicted
 5. To make a stink
 6. Tentative
 7. To acknowledge
 8. Mindless
 9. To yield
 10. Pervasively
- A. to suddenly appear or happen, often unexpectedly
 - B. Not showing careful thought or good judgment
 - C. able to be used as a basis or reason for doing something
 - D. not certain or confident/agreed
 - E. spreading through the whole of something and becoming a very obvious feature of it
 - F. done to yourself (usually something bad)
 - G. to supply or produce something positive such as a profit, an amount of food or information
 - H. Create a great fuss; complain, criticize, or otherwise make trouble about something
 - I. to accept that something is true or exists
 - J. to make yourself comfortable in a place because you are going to stay there for a long time

Task 2. Pre-watching > vocabulary work

Fill in the gaps using the phrases from Task 1 in an appropriate form:

1. These meetings are also as unique opportunities for all the parties involved to share information about the product and related engineering processes.
2. A message just on my screen.
3. The experiments some surprising results last season.
4. Intrinsic motivation is evident in humans.
5. We've received information that the men are hiding in these mountains.
6. The proposals are and subject to bargaining.
7. People waste a lot of time doing things.
8. They promised to fix the printer today; you needn't about it.
9. His staff problems are, the product of his poor judgment and bad choices.
10. We found our seats and for the journey.

Task 3. Pre-watching > speaking

Before watching the video “How to save the world (or at least yourself) from bad meetings” comment on:

- What the video might be about considering the title
- What meeting is bad and which one is good
- What is the purpose of meetings
- What do people do at meetings



Task 4. While-watching > listening/writing

Check the questions on slides 8-9 before watching. While watching the video make notes on the context of where and how the words from the Task 1 are used. Write down the mentioned phrases. Write down the main points from the video (examples, people, places, reasons, explanations).

1. Watch part 1 > 00:00-03:00 minutes and do the task on slide 8.
2. Watch part 2 > 03:00-06:30 minutes and do the task on slide 9.



Task 5. After-watching > listening comprehension/speaking

Watch part 1 (00:00-03:00) and answer the questions:

1. What day does the speaker start with? What does a guy in his story do? What doesn't he pay attention to?
2. Who might make a stink about the case from the story?
3. What is happening on Tuesday morning?
4. What do we allow to do to us every day in speaker's opinion?
5. What global epidemic is the speaker talking about? What are the symptoms? Why is it global?



Task 6. After-watching > listening comprehension/speaking

Continue watching the video (03:00-06:30) and mark the statements below as true or false. Explain your choice.

1. The moderator of the meeting was very productive. The meeting seemed to be going fine.
2. 500,000 people in 7-10 countries watched the video.
3. The speaker was reached out by the representatives of some major companies to ask for permission to use his video in staff trainings.
4. There were plenty of comments supporting the video.
5. People are powerless and so they suffer from poorly run meetings.
6. The speaker suggests declining all the meeting invitations that pop up in your calendar.
7. "People just might start to change their behavior because you changed yours." David Grady



Task 7. After-watching > speaking

Discuss the questions/statements, try to use a new vocabulary:

1. Did you like the video? Can you relate?
2. Have you ever hold a meeting? If not, what meeting would you organise and why?
3. Are meetings necessary at work? What are the benefits and drawbacks of online/offline meetings?
4. Is it possible not to have meetings at all?
5. Look through the information from [the article](#) and express your opinion on it, answer the questions mentioned in the article. Is it applicable to your workplace? Why/why not?



“What if, and I know this sounds kooky, we communicated with the employees”.

Task 8. Cool-down and homework

Read this [joke on meetings](#) and decide if you agree with it or not.

Homework:

- Find a picture that associates with a successful or unsuccessful meeting or write your own quote on meetings



“A motion has been made and seconded that this be one of those meetings where nothing actually gets done”

Keys

Task 1

1. J
2. C (also note that the word has another meaning and it is a legal term: <https://prnt.sc/26d3f0w>)
3. A
4. F
5. H
6. D
7. I
8. B
9. G
10. E

Task 2

1. acknowledged
2. popped up
3. yielded
4. pervasively
5. actionable
6. tentative
7. mindless
8. make a stink
9. self-inflicted
10. settled in

Keys

Task 5

1. It's Monday morning, a guy enters your cubicle and steals your chair. He doesn't give any information, ask for permission, acknowledge the fact that an owner might need the chair to get some work done.
2. The person whom the chair was stolen from.
3. A meeting invitation pops up with no agenda from a person you barely know.
4. We allow coworkers, people to steal from us > steal our valuable time.
5. The global epidemic > MAS. MAS stands for mindless accept syndrome. The symptom is accepting a meeting the minute it pops up in your calendar. The epidemic is global because the speaker has a proof: he made a video about useless meetings (no agenda, no purpose, no moderator), acted out some cases and the video got popular and comments were supportive and showing that meetings are not so effective.

Task 6

1. False, the meeting can't start, no agenda, the speaker is distracted.
2. False, in dozen countries.
3. True.
4. True.
5. False, because there is a cure to MAS.
6. False, he offers to use the tentative button and ask more questions about an upcoming meeting.
7. True.