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# Business Meeting

Strategic HRD Partner



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# Starting a meeting

## Today's Goal

### Starting a meeting

## Key Expressions

#### 1. To get the ball rolling

(일 진행을 시작하다)

##### Definition

To get the meeting or discussion started

##### Sample

"Ok, everyone. Let's **get the ball rolling**. If everyone is ready, let's start the meeting."

#### 2. To open with

(~로 이야기를 열다)

##### Definition

To begin by talking about a certain topic

##### Sample

"**To open with** I would like to present our first idea."

#### 3. Do you mind if I + [verb]?

(~을 하면 실례가 될까요?)

##### Sample

Question: **Do you mind if** I take a break?

Answer: Yes, I do! <rejecting what was asked>/ No, I don't! <accepting what was asked>

## Today's Dialogue

A : Good morning everyone. I would like **to open with** a recent complaint about smoking in the building.

B : **Let's get the ball rolling** on this topic by first asking that gentleman to put out his cigarette.

A : This is the last straw! I can't believe that people would actually smoke in the office!

B : *In his defense*, they are smoking in the *designated area*.

A : I would rather not be exposed to *second hand smoke*!

B : You are absolutely right, but since the management does not care our *hands are tied*.

A : **Do you mind if** I opened the window?

B : **No, I don't**, I could use some fresh air too.

# Starting a meeting

## Translation

- A : 모두들 안녕하세요. 최근에 들어온 건물 내 흡연에 관한 불만사항으로 먼저 이야기를 시작해 볼까 합니다.  
 B : 저쪽에 계신 분께 담배를 꺼달라고 부탁하는 걸로 이 주제를 시작하는 건 어떨까요?  
 A : 진짜 참을 만큼 참았습니다! 실제로 사무실 안에서 담배를 피는 사람이 있다는 게 믿겨지지 않군요!  
 B : 저 분을 변호하자면, 저 분은 지정된 장소에서 담배를 피고 있는 것입니다.  
 A : 저는 간접흡연에 노출되고 싶지 않습니다!  
 B : 지당하신 말씀이에요. 하지만, 운영팀에서 신경을 쓰지 않는 이상 저희도 어쩔 수 없는 상황이에요.  
 A : 제가 창문을 좀 열어도 될까요?  
 B : 네, 그럼요. 저도 신선한 공기 좀 맡고 싶네요.

## Voca & Idioms

1. Last straw 인내의 한계를 넘게 하는 것

I was upset with his work performance for a long time, but when he came four hours late without even calling, that was the **last straw**.

2. In his defense... 그를 변호하자면,

**In his defense**, he is just following the rules.

3. Designated area 지정된 장소

The **designated area** is so far away so it is inconvenient.

4. Second hand smoke 간접흡연

Research shows that **second hand smoke** is really bad for nonsmokers.

5. Hands are tied 어쩔 수 없는

No matter what I want to do, my **hands are tied** because I have to follow the rules.

## Today's Practice

### Unscramble the Words to Make Sentences

1. asking topic the asking cigarette out rolling that this gentleman get by first asking to on ball put

\_\_\_\_\_.

2. building I with would recent to the open a smoking about like building in

\_\_\_\_\_.

Let's get the ball rolling on this topic by first asking that gentleman to put out his cigarette.  
 I would like to open with a recent complaint about smoking in the building.

# Starting a meeting

Fill in the blanks with the words in the box

- |   |     |
|---|-----|
| (A)   | (B) |
| 1. Do you mind if I <u>  borrow  </u> <u>  your pencil  </u> ?                |     |
| 2. Do you mind if I <u>                    </u> <u>                    </u> ? |     |
| 3. Do you mind if I <u>                    </u> <u>                    </u> ? |     |
| 4. Do you mind if I <u>                    </u> <u>                    </u> ? |     |
| 5. Do you mind if I <u>                    </u> <u>                    </u> ? |     |
| (A)   | (B) |

Borrow	<del>your pencil</del>
Take	my schedule
Change	your umbrella
Use	your car
Try	something

## Practice Conversation

- Now practice using as many expressions from today
  - Choose one of the three given situations
    - ✓ Someone asks his or her boss for some vacation time...
    - ✓ Someone asks his or her coworker to sit next to them...
    - ✓ Someone asks his or her friend to eat at a particular restaurant...