



وزارة التعليم العالي والبحث العلمي

جامعة تكريت

كلية التربية للعلوم الإنسانية

قسم اللغة الانكليزية

المرحلة: الثالثة

المادة: الاستماع والتحدث

عنوان المحاضرة: Meetings

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The strategies of holding a meeting successfully

1. Introduction

Any type of meeting has the drawback of being primarily a group activity.

In every form of group, there is a constant struggle for attention rather than actual hearing. Within a group, everyone is fighting for attention because nobody wants to have their opinions questioned or challenged.

If there is a change in focus from the group to the individual, try to deal with each person separately. An appropriate conversational

discussion will occur one-on-one. In a group, there won't be any animosity or anger directed towards people for having different opinions, etc.

Meetings must be cancelled. An effective conversation will result far more often from dealing with people one at a time.

You must eliminate the noise. Meetings cause loudness, disagreement, escalation of stress, anger and discontent, jealousy and hostility, among other things.

A meeting can never result in something positive unless it is between two people. Simply said, no outside noise may interfere with the constructive conversation between the two people.

2. Effective meeting guidelines in most u.s contexts

- All participants should be informed in advance of the time, place, and probable length of the meeting. This should be done in writing, if possible.
- A written agenda is useful if there are several points to be discussed. This agenda should include the topics to be discussed and their order. Meetings usually run more smoothly when participants know in advance which topics will be covered.
- Even if an agenda is not provided, the group should have a specific purpose or goal to guide the discussion. After the group leader gives a clear statement of the goal of the meeting, all group members share responsibility for accomplishing this goal.
- Time limits for the meeting should be set in advance.
- The meeting should start and end at the scheduled time.

- Discussion group members should be present and ready to start on time.
- Once the meeting starts, participants should not leave the room except for an emergency. Other participants may feel annoyed if people leave for routine matters such as making telephone calls or talking to visitors.
- The meeting should, in most cases, be an honest, open exchange of ideas. This means that group members should expect and encourage differences of opinion. In fact, disagreements are useful since they help members look at different sides of an issue before making a decision.
- Members cannot learn from one another by agreeing all the time.
- When discussion group members are from different cultures, they should be especially careful that they understand each other. Silence, for example, may show agreement or it may show total disagreement. The word “yes” can mean that the person agrees, or it can mean simply that the person understands what is being said. Therefore, it may be necessary for participants to ask more questions to make sure that they understand what the others are thinking.

3. Participating successfully in a meeting

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- **Be on time and adopt the right mindset.**

Being on time for the meeting is the first step. Get at the meeting five minutes early because if you're on time, you're late. This provides you time to introduce yourself to the audience, prepare your materials, and set the mood. Latecomers divert the attention of the rest of the group and scuttle the discussion.

Meetings are frequently entered into with a careless attitude. Unless you are the one in charge of the meeting, you cannot prepare for it. Put concern and excitement in its place. Your thoughts are a product of your personality and life events. By distributing them to your group, you can enhance the meeting.

- **Listen and pay attention.**

Speaking up or expressing your opinion is not a requirement for participation in team meetings. It might simply include refraining from distracting actions while paying attention to the speaker. Speaking quality can be affected through focused listening. The speaker adopts an authentic voice and reveals their true emotions. Don't enter the conversation right away. Wait for the speaker to finish speaking instead. Assume the best when listening to the speaker. Just listen; do not judge or make judgements.

- **Don't ramble, stay on track.**

Clarify your ideas in your speech. If someone does not understand, let them ask a question. Be succinct and only include the information that is

necessary. Organise your speech into points, then expand on each one. Talk solely about things that are pertinent to the topic at hand. If you tend to be quiet during meetings, begin by summarising the conversation before moving on. Share your thoughts and observations with others. Share your ideas to help the team succeed.

- **Be courteous and civil.**

Attend the meeting with a respectful and polite demeanour. It's possible that not everyone shares your point of view or opinion. If you disagree, voice your opinion politely. Consider the merits of the opposing viewpoint's argument before laying out your own. Find attentive approaches to come to an agreement.

- **Support the meeting leader.**

If there is anything you can do to help, ask the meeting's facilitator. For instance, you may make sure the meeting space is ready. You can contribute to the drafting of the meeting minutes or keep time during the meeting. The leader will be encouraged by this. Additionally, you will aid in making the meeting productive.

- **Make other attendees comfortable.**

It's normal to protect oneself. However, attempt to consider how you may improve the meeting for other participants. Make connections and enquire about people's projects before the gathering begins.

For more information you can see:

<https://www.meetric.app/blog/8-tips-on-how-to-participate-in-a-meeting>