

Answers

A) Match the phrases to the definitions

Based on the context of the phrases above, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

to bring someone up to speed on	to have a say	the matter in hand
to expand on / elaborate on	on the same page	to look into
to bring something to a close	to bring up	moving forward

- The topic that we are discussing: **the matter in hand**

*"Ok we're going a little off topic here. Let's get back to the **matter in hand**."*

- To give the latest information about something: **to bring someone up to speed on**

*"John, could you **bring us up to speed on** the latest developments in the project?"*

- To raise an issue: **to bring up**

*"I think we need to **bring up** the difficult issue of the fee for your services."
"John **brought** this **up** in the previous meeting. I think we need to discuss it in more depth."*

- To speak about something in a more detailed way: **to expand on / elaborate on**

*"Could you **expand on / elaborate on** that a little bit, Mary?"
"Before we move on, I'd just like to **expand on / elaborate on** Alice's point a little further."*

- An expression referring to how we progress from here. Often used at the beginning or at the end of a sentence: **moving forward**

*"Are we all clear on our roles **moving forward**?"
"**Moving forward**, I believe that we need to consult everyone in the team before making big decisions."*

- To try to find out more about something: **look into**

*"So John, if you could **look into** potential venues near the city centre where we can host the event..."*

- To be involved in making a decision about something and giving your opinion: **to have a say**

*"I want everyone to **have a say** on this."*

*"Some members of the team feel that they are not allowed to **have a say** on certain big decisions."*

8. To understand and agree with what is being suggested: **on the same page**

*"Are we all in agreement? I want to make sure that we're all **on the same page** before moving on."*

9. To conclude something: **to bring something to a close**

*"Let's **bring** the meeting **to a close**."*

B) Key Words in a New Context

How to Get Your Team On The Same Page In A Meeting

It is no secret that during meetings, various opinions and ideas can clash, often dramatically, hindering progress and leaving team members feeling disoriented. To navigate such situations and achieve a common understanding, it's crucial to get everyone **on the same page**. In this short article, we explore 4 steps that you can take to foster productive discussions and leave everyone feeling empowered after the meeting has come to a close.

Set the Stage for Open Dialogue

To kick off a meeting discussion, it's essential to create an atmosphere that makes all participants feel comfortable with **having a say**. **Bring** everyone **up to speed** on any new developments regarding **the matter in hand**. Offer a concise summary or share relevant documents beforehand, ensuring everyone has a baseline understanding. This step helps to minimize confusion and can save you a lot of time during the meeting.

Encourage clear, detailed opinions

Another important facet of open dialogue is ensuring that everyone expresses their opinions clearly. Vague, sweeping statements will inhibit the progress of the discussion, and therefore members of the chat should be actively encouraged to **expand on / elaborate on** their ideas, as this will give participants enough material to formulate their own opinion and express their agreement or disagreement.

Foster Active Listening

During the meeting, emphasize the significance of active listening. Encourage team members to give their full attention to the speaker, allowing them to conclude their point before anyone interrupts. Interrupting should be actively discouraged. If someone tries to **bring up** their differing viewpoint on a topic right in the middle of someone's contribution, this will only hinder the dialogue and increase the chance of conflict. On the other hand, differing viewpoints should be encouraged, and should be considered as opportunities for growth rather than obstacles, as long as they are addressed respectfully. By objectively examining opposing views, the team can make well-informed decisions.

Synthesize and Bring Closure

As the discussion nears its end, guide the team in synthesizing the key points and areas of agreement. Summarize the decisions made and action steps **moving forward** before you **bring** the meeting **to a close**. If it is not possible to get everyone **on the same page**, at least ensure that those in disagreement understand why certain decisions have been undertaken during the meeting, and make sure that they feel as if their voices have been heard. The team will therefore leave the meeting feeling unified and empowered to fulfil the next steps.

C) Comprehension Questions

1. Across the whole article, what 3 negative situations can potentially arise in meetings, and what are the consequences of this?
Opinions and ideas can clash, which hinders progress and often leaves team members feeling disoriented.

People sometimes give 'vague, sweeping' statements, which can hinder the progress of the discussion.

People can interrupt, which also hinders the discussion and increases the chance of conflict.
2. Based on context, what do you think the noun 'facet' means in paragraph 3?
A facet of something is a particular feature or aspect of something.
3. Can you find 2 verbs in the article which mean to slow down progress?
To hinder and to inhibit.
4. What 2 steps should be taken at the end of the meeting if it is not possible to get everyone on the same page?
The leader of the meeting should ensure that everyone in the meeting understands exactly why certain decisions were undertaken. They should also make sure that everyone feels as if their voice has been heard, which means that they have been allowed to express their opinion.