



# Business Meetings

# Summary:

- Vocabulary
- Terms used while conducting Business Meetings
- Techniques for productive meetings
- Problems during Meetings
- Meeting Summary
- Minutes of the meeting
- Exercises

Here's What We  
Will Be Learning  
in this  
Presentation:



# Vocabulary

**Derail:** to prevent a plan or process from succeeding.

**Frustrate:** to make someone feel annoyed or less confident because they cannot achieve what they want.

**Designate:** to choose someone officially to do a particular job.

**Convention:** a large meeting of a group of people who are involved in the same type of work or who have similar interests.

**Sap:** to make someone weaker or take away strength or an important quality from someone, especially over a long period of time.

**Appointed:** officially chosen for a job or responsibility.