

**AT THE MEETING  
OR  
CONFERENCE**



# PLANNING A MEETING OR CONFERENCE

---

- **Purpose**
- **Agenda**
- **Main points**
- **Participants**
- **Chairperson**
- **Minutes**
- **Action points**

# TAKING PART IN A MEETING OR CONFERENCE

---

- **1. Introduction:**
- **A chairperson:**
  - **greet the participants;**
  - **give the purpose;**
  - **present agenda;**

# TAKING PART IN A MEETING OR CONFERENCE

- **2. The main part:**
- **Participants:**
  - **Talk about a particular point;**
  - **Give their opinion;**
  - **Agree or disagree with the speaker`s point of view;**
  - **Make suggestions.**

# TAKING PART IN A MEETING OR CONFERENCE

---

- 3. End:
- The chairperson:
  - Sums up the main points;
  - Makes a conclusion.

# THE STRUCTURE OF A PARTICIPANT'S TALK

- **SPEAK ABOUT YOURSELF: NAME, AGE, FAMILY, RESIDENCE, INTERESTS;**
- **SPEAK ABOUT YOUR EDUCATION AND SPECIALITY;**
- **SPEAK ABOUT YOUR WORK;**
- **SPEAK ABOUT YOUR RESEARCH WORK.**

# An example of a participant's speech

- Hello! To begin with let me introduce myself. My name is Leana. My last name is Gordeeva. I am 23 years old. Last year I got married and now we live together with my husband. We live apart from our parents. My aunt rents us an apartment and we pay her a little. My parents live in a comfortable flat not far from the centre of the city. It is 10 minutes work from our place. We often go to their place and have dinners together. My aunt, my mother-in-law and my father-in-law join us quite often. My husband and I want to have two or three kids in the future. I spend most of my time working and studying but when I have some free time I like reading magazines and books. I am traveling also fond of traveling. My last trip was to Anapa. We spend 10 awesome days there.
- Now let me tell you some words about my education and a speciality I have got at University. I graduated from Omsk State Technical University in 2010. My major is "Power supply systems". I have got a bachelor degree. This year I entered the graduate course.
- As for my work, I was lucky enough to find a good job at the Heat and Power Plant. Now my position is an engineer at one of the departments. I am responsible for different kinds of job, namely to check sensors, to monitor pressure and temperature and so on.
- As I have already said, I am a graduate student and I attend lectures and classes 4 or 5 days a week. Most of my classes are in the evening. Such timetable allows me to work fulltime, but going to University in the evening is tiring. At the end of my second year I will defend thesis. I have to decide on the field of my research, study a lot of scientific literature on my problem, make a number of experiments, analyse the results and finally set these results forth in my thesis.
- So that is all about my work and studies. Thank you for your attention and if there are any comments or questions you are welcome.