

Chapter 4: High Priority

Paul: Before we start today, a couple of housekeeping issues need our attention. Have we switched Internet providers yet?

Jim: They are coming out tomorrow.

Paul: Glad to hear it. Next, has the contractor given us a date they plan on starting the project?

Jim: I just heard from them today. The project will start on February 1st.

Paul: I would like to commend you on the fantastic job you have done, ensuring everything is going smoothly. Excellent! Now that we have taken care of that, let's move on to today's **agenda**. Even though this is a brief meeting, we will be **discussing** several **high-priority** items and issues. Please **make note of** the first, second, and third topics listed on today's agenda. These will take up most of the meeting. I will try to put the two remaining issues **of note in a nutshell for you**. If you need any further information, just let me know.

Breakdown

A) Housekeeping Issues: These are the minor issues that need to be handled. The problems are not severe, but they need to be taken care of by the company.

1) Before we begin today's meeting, we need to take care of some **housekeeping issues**. Have we reordered the copy paper and ink cartridge replacements?

2) Before we get to today's agenda, we need to take care of some housekeeping issues. Have we found a place to hold our Christmas party?

B) Agenda: Main points or items that are discussed during a meeting.

1) I think we should get started as we have several points on the **agenda** today that need to be covered.

2) Lisa, would you mind reading the items that are on today's **agenda**?

C) Discussing: Most of you know what the verb discuss means. However, "discuss about" is often used together, which is incorrect. Students usually say, "**I would like to discuss about that issue during the meeting today.**" **This doesn't seem right. You can't use "discuss" with "about."** The correct way to say it would be, "**I would like to discuss that issue during the meeting today.**" If you decide to use "about," you need to use the noun "discussion." For example, "**I would like to have a discussion about that issue during the meeting today.**"

D) High-Priority: Something needs to be handled urgently and with great care.

1) We need everyone here right away. This is a **high-priority** issue.

2) I understand that what you are working on is important, but we need to handle this issue with Lestix Inc. This is a **high-priority** issue.

3) Listen up! Please stop what you are doing and join me in the conference room. There is an issue of **high priority** that needs our immediate attention.

E) Make Note Of: When you make note of something, you pay special attention to it because it is essential.

1) **Make note of** paragraph three on page nine.

2) There are several points listed on the agenda. I would like you to **make note of** the third one. Be sure you carefully read and understand it. The client asked that we give them our opinion on it.

3) **Make note of** the first slide on the left. This is what we will be trying to convey during next week's meeting.

4) Please **make note of** the words in red. You must memorize them for the test next week.

F) Of Note: If a speaker says something of note, it means that something important is being discussed. However, when nothing of note is said, the speaker is not discussing anything significant.

1) I heard that Jim is running today's meeting. It is going to be boring because he never says anything **of note**.

2) I was shocked that Jim had something **of note** to say during today's meeting. I was interested in what he had to say.

3) He mentioned some things **of note** this morning.

G) To Put Something in A Nutshell: The speaker will only briefly talk about an issue. Use this to summarize or to mention something in brief. Don't speak for twenty minutes!

1) I don't have much time today, so I'm going to **put what I have to say in a nutshell**.

2) Could you please **give me the information in a nutshell**? I need to be in a meeting in five minutes.

3) Without going into detail, could you please **put the conference highlights in a nutshell** for us?