Spoken English

How to request for a meeting?

Created: Tuesday, 26 November 2013 05:23 | Published: Tuesday, 25 March 2014 04:46 | Written by **Monika Agarwal** | **Print**

The most common and sought after way for groups to make decisions, solve issues, plan and discuss projects is none other than face-to-face meetings. Working in an organization is certainly going to have you conduct, sit through as well as a request for a meeting to be able to bring about productivity and accomplish goals efficiently. However, it is also essential for you to consider the critical fact that requesting for a meeting requires great English communication skills and needs you to have your professional skills at its top notch best.


Types Of Meetings:

1. In-house meetings: One type of meeting would include the internal bit, where you meet your internal company staff for a heads up on what's going on.

2. Meeting with vendors/affiliates: A service provider who has collaborated with another entity may have to plan frequent meetings for review purpose. For instance, recently you have stumbled upon a matter of serious concern that you strongly feel calls for a face-to-face meeting between the two involved parties.

No matter what the case is, always ensure you draft a mail in fluent English and put out your request in writing.

Situation:

You work for a digital marketing agency. The online traffic of your client's site is facing a drop due to frequent updates in the search engines. Here's a letter you could draft, requesting a quick meeting to discuss the same.
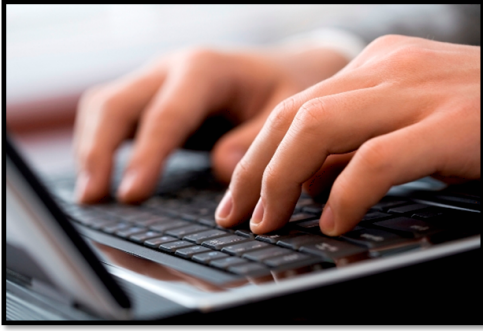
Sample Letter:

Your company's address or letterhead (Ideally, a letterhead is a more professional approach)

Date

Subject: Request for a meeting.

Dear Jenna Shrine,

I would like to request a meeting with you on 21 November at 4 pm at our head office to discuss some of the vital obstacles I have recently come across. The obstacles have been foreseen by me and not acting upon the same at the earliest could cause a serious threat to our agreed upon objectives and goals.

I am hoping that together we can solidify the changes in certain details and finalize our agreement with the sole motive of reaping equal benefits of this arrangement.

Looking forward to your positive response, however, if the scheduled date, time or place does not work in your favor, let's round up the same at a suitable time that is convenient for the both of us.

Hope to see you soon.

Sincerely,

John Blue.

The above mentioned letter is by far the most formal and the best possible way to make a request for an urgent meeting. This will certainly get your client concerned too and have him turn up as per your request.

Nevertheless, some of the key points that you're required to focus upon would include:

1. Ensuring that the email is written in Basic English. If you're still not confident about the mail you've drafted, you could enroll for an **English tutorial online** to help ease your inhibitions of the English language.

2. Use a short and accurate subject header.

3. Sign in with your full name and make it a point to have the full name of the other individual as well.

Always remember a confident English speaker, is a proficient English verbalizer.

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- By Monika Agarwal

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