

MEETING ETIQUETTE



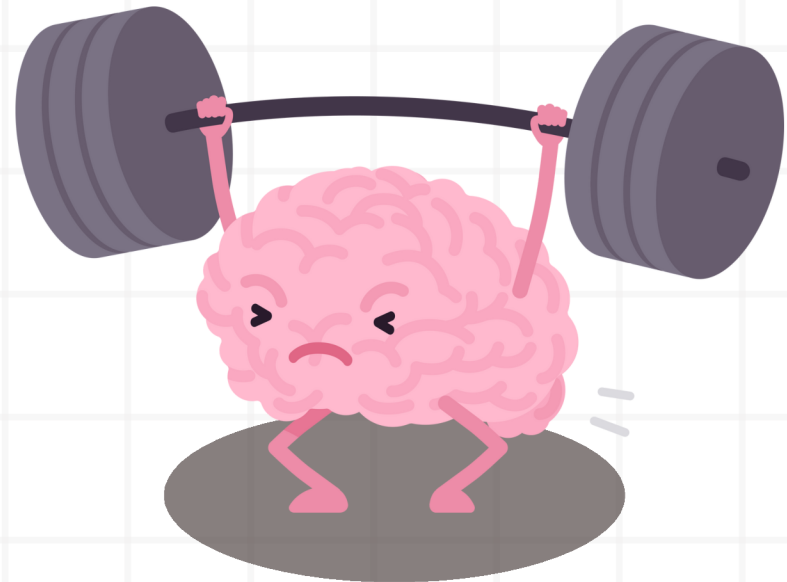
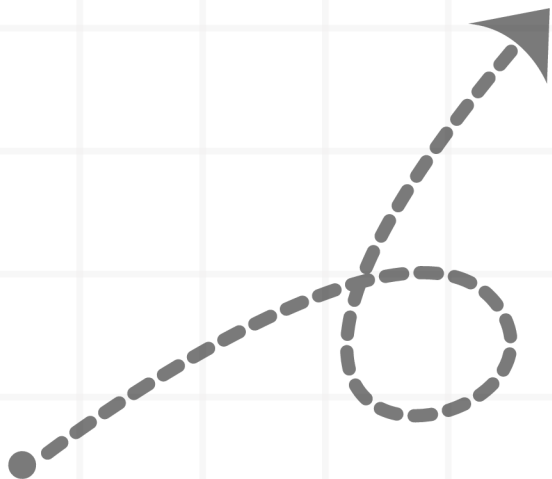
English for Meetings

MEETING VS. APPOINTMENT

Meeting = poslovni sastanak, obično više osoba, radi dogovora, odlučivanja ili razmene informacija.



✓ We had a meeting with the sales team yesterday.



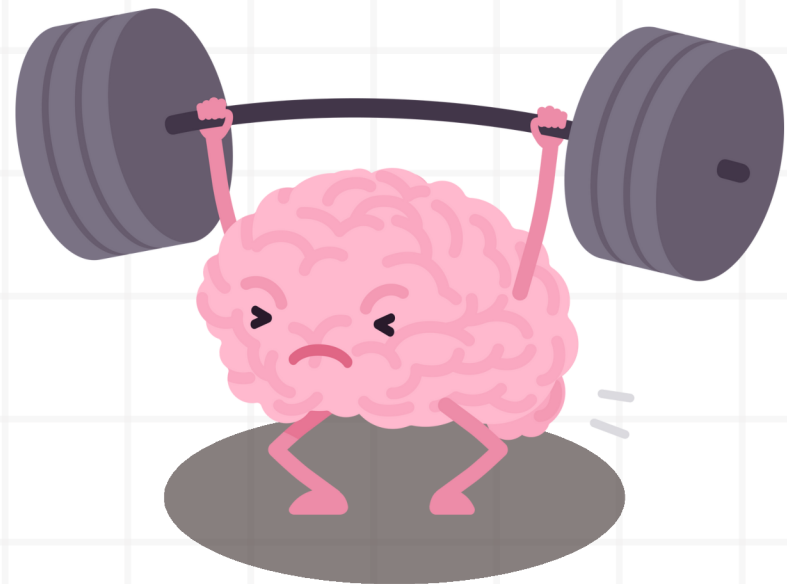
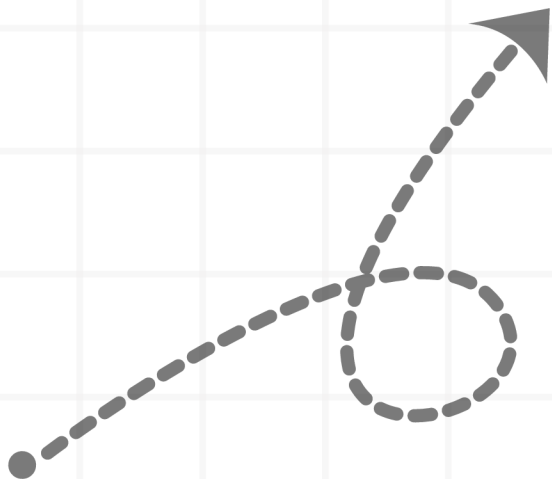
MEETING VS. APPOINTMENT

Appointment = unapred zakazani termin, uglavnom jedan-na-jedan, često privatne ili formalne prirode.



✓ I have a dentist's appointment at 3 pm.

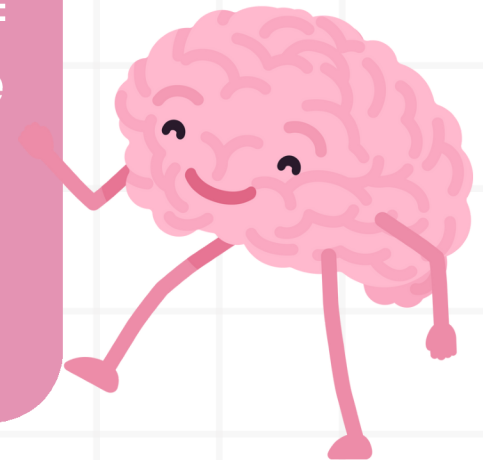
! Česta greška:



BOOK VS. RESERVE

Book a meeting
room = zakazati,
formalnije.

Reserve a table =
rezervisati, češće
za restoran ili
hotel.

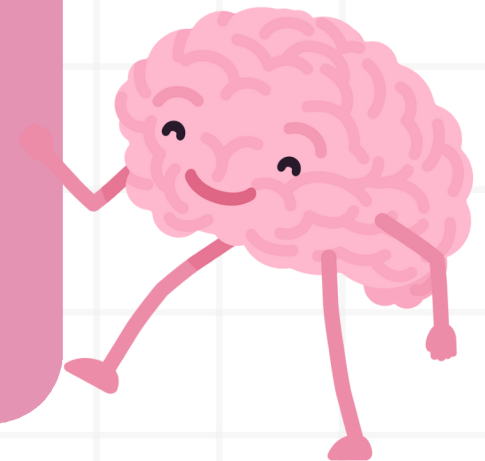


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ARRANGE VS. ORGANIZE

Arrange a meeting
= dogovoriti
termin.

Organize a
meeting =
pobrinuti se za
logistiku (sala,
agenda,
učesnici).

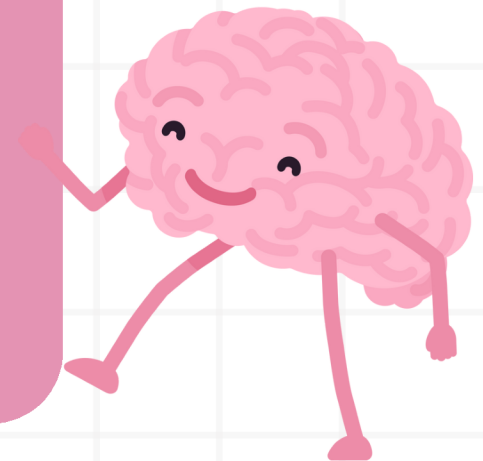


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CANCEL VS. POSTPONE

Cancel = otkazati
zauvek.

Postpone =
pomeriti za
kasnije.



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GLAVNI TIPOVI SASTANAKA

Progress Meeting –
sastanak o
napretku

Brainstorming
Session –
kreativna sesija

Kick-off Meeting
– početak
projekta

Board
Meeting –
sastanak
odbora

Informal
Catch-up –
neformalni,
kratki razgovor

Conference Call
/ Virtual Meeting
– online
sastanak

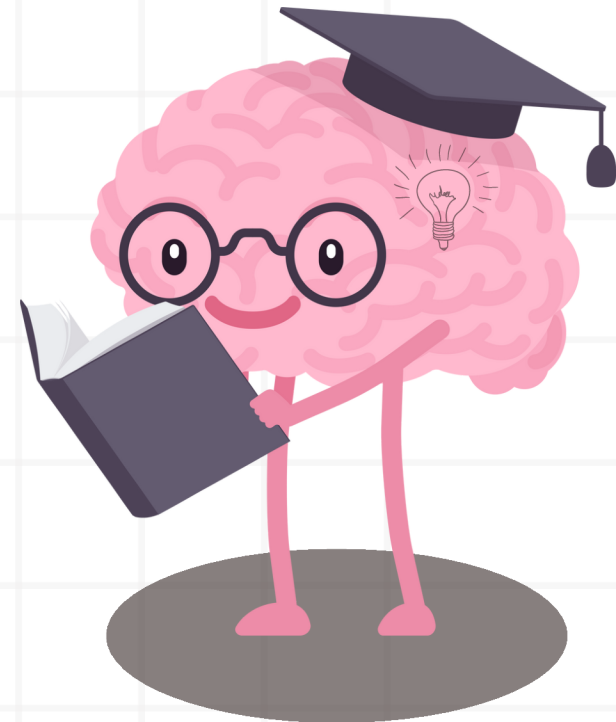
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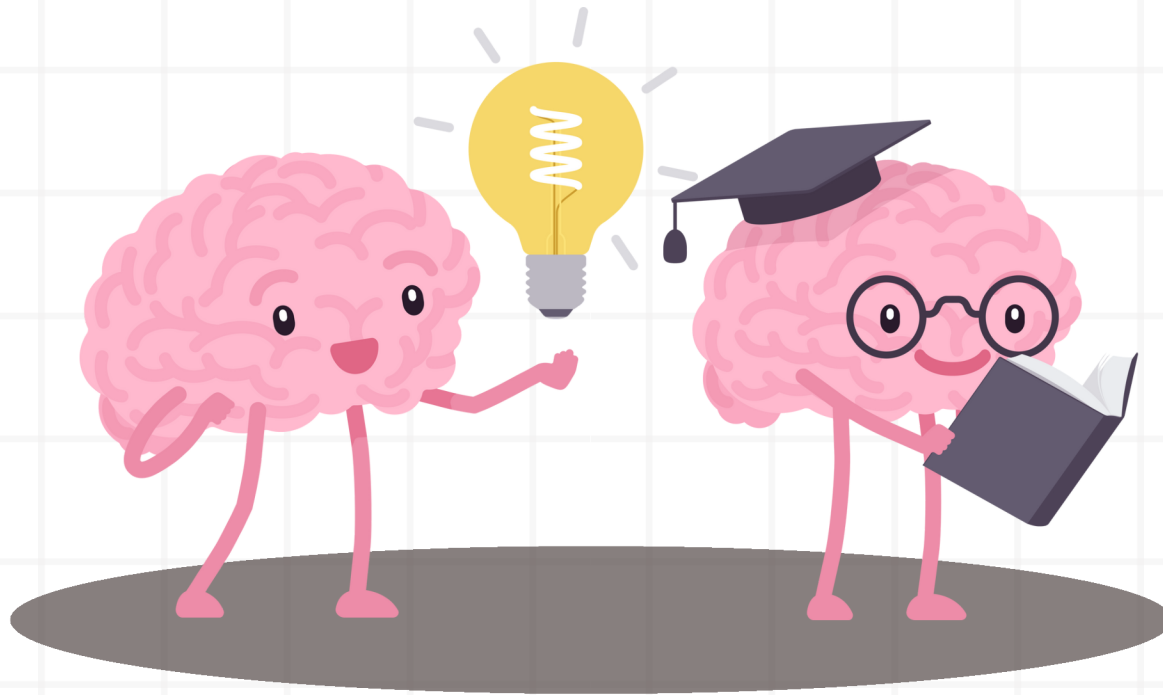
KULTURNA NAPOMENA

U poslovnoj kulturi engleskog jezika, vrlo je važno razlikovati:

- **on time → tačno na vreme**
 - We need to start the meeting on time.
- **in time → na vreme da ne zakasnimo**
 - Luckily, we arrived just in time for the meeting.

☞ Razlika je suptilna, ali pravi značajnu razliku u poslovnoj komunikaciji.





THANK YOU

I hope you can get useful knowledge
from this presentation. Good luck !

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