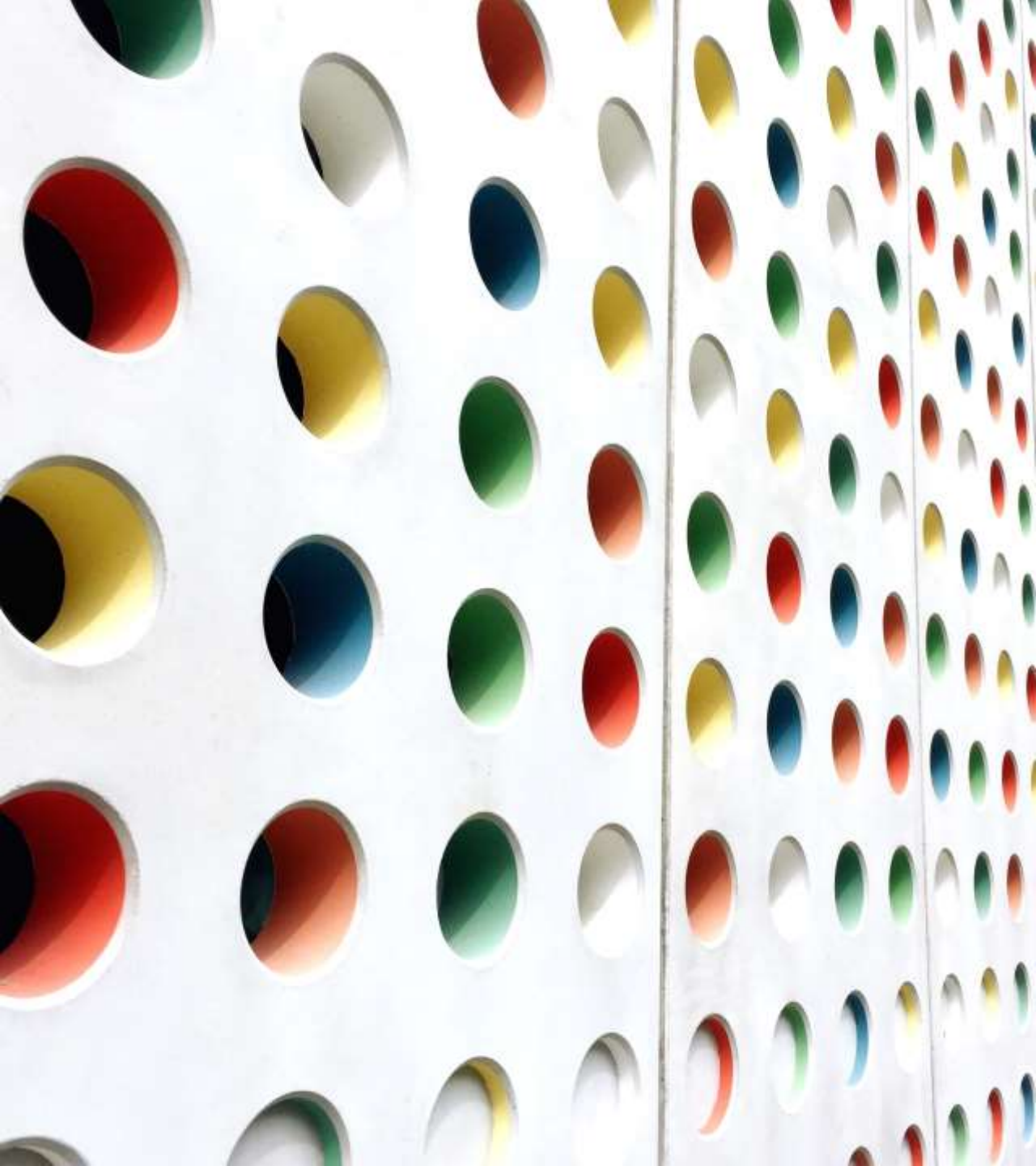


Romaiza Ab Rahman
BA English Language and Literature
MA English as Second Language

Independent Consultant
Trainer, Writer, Editor

Certification, Human Capital Building,
Training, Needs Analysis, Talent
Development, Project Management,
Language and Communication

12 years with higher learning institutions
8 years with the government
Some few years on my own



Writing Minutes of Meeting and Arising Matters

5 points to consider:

1. Purpose, Organisation of Content
2. Addressing Arising Matters
3. Choice of Sentence Structure
4. Choice of Words

5. Quick Tips

1. The Purpose – Why Minutes of Meeting?

Outcome-Based Meetings –

Decision

Solution

Information

Feedback

Planning

New Ideas

Agreement

Policy Statement

1. Organisation / Flow of Content

Agenda, Formatting

Include – Date, Time the meeting was called to order

Names of attendees and absentees

Corrections and amendments to previous meeting minutes

Matters arising from the last meeting

Decisions, actions taken or agreed to be taken, by who

Next steps

New business, any other business

Next meeting date and time

Time of adjournment

2. Addressing Arising Matters

Focus on the outcome

WH-Questions help –

The Chairperson instructed Mr. A to draft a proposal to be sent to the Ministry of Economic Affairs by 10 April 2020. The proposal should include X, Y, and Z. Mr. B would finalise the proposal before sending it to MEA latest by 15 April 2020.

The proposal was sent to MEA on 14 April 2020

3. Choice of Sentence Structure

Active or passive sentences?

Mr. A suggested Department B to review the report
(who, doer + do what?, action/verb + who/what, object + ...)

Department B was requested to review the report
(who/what, object + action/verb + ...)

3. Choice of Sentence Structure

Tenses – past, present, future?

Mr. A suggests Department B to review the report

Mr. A suggested Department B to review the report

Mr. A will suggest Department B to review the report

3. Choice of Sentence Structure

Past Tenses – the main ones

Mr. A instructed Department B to review the report

Mr. A would instruct Department B to review the report

Mr. A had instructed Department B to review the report

4. Choice of Words

Written communication – absence of paralinguistic features, speaker, the human factor

Words chosen should give the complete meaning

Focus of the degree
emphasise, reiterate
ask, request, instruct

THE ART OF TAKING MINUTES:*Important Action Verbs:*

Established	Reopened the question of	Honored
Endorsed	Commented	Chose
Confirmed	Described	Bestowed
Questioned	Mentioned	Congratulated
Presented	Declared	Reluctantly passed
Summarized	Urged	Delayed a decision
Inquired	Explained	Failed to
Requested	Announced	Allocated
Reminded	Furnished	Launched
Briefed the Board	Supplied	Added
Warned	Provided	Proposed
Considered	Approved	Volunteered
Agreed	Was informed	Ratified
Noted	Heard	Enacted
Reiterated	Deliberated	Dictated
Referred	Received	Imposed
Adopted	Gathered	Appointed
Voted	Understood	Cited
Granted	Ascertained	Charged
Commended	Advised	Rejected
Formed	Acknowledged	Restricted
Decided	Acquainted	Created
Expressed	Communicated	Limited
Welcomed	Implied	Authorized
Reported	Instructed	Scrutinized
Stated	Directed	Stipulated
Reviewed	Affirmed	Clarified
Indicated	Accounted	Appropriated
Informed	Discussed	Repealed
Pointed out	Ordered	Extended
Predicted	Denied	Allowed
Suggested	Asked	Expanded
Stressed	Empowered	Revised
Observed	Released	Redefined
Offered	Continued	Mandated
Identified the primary problem	Tabled	Increased
Accepted	Scheduled	
Increased	Determined	
Declined	Prescribed	
Distributed	Amended	
Conducted	Examined	
Disclosed	Criticized	
Nominated	Disagreed	
Emphasized	Supported	
Recommended	Applauded	
	Sought	

THE ART OF TAKING MINUTES – synonyms

<u>Said</u>	<u>Feel</u>	<u>Give</u>	<u>Indicate</u>
Addressed	appreciates	accord	allude
Advised	assumes	assign	argue
Affirmed	believes	award	demonstrate
Aired	concludes	bestow	designate
Alleged	deems	deliver	disclose
Alluded	discerns	dispense	display
Announced	holds	donate	imply
Answered	is aware of	endow	manifest
Asserted	is impressed with	extend	point out
Avowed	judges	furnish	reveal
Cited	perceives	grant	show
Commented	surmises	provide	signify
Communicated	trusts	supply	specify
Declared			stand for
Described	<u>Review</u>	<u>Subject</u>	suggest
Detailed	analyze	affair	symbolize
Disclosed	canvas	area	typifies
Divulged	check	business	
Explained	consider	core	
Expressed	evaluate	entity	
Informed	examine	item	
Mentioned	inspect	material	
Named	investigate	matter	
Quoted	scan	object	
Recited	survey	point	
Recounted	view	problem	
Referred		proposal	
Related		proposition	
Remarked		question	
Replied		substance	
Revised		text	
Reported		theme	
Responded		topic	
Revealed			
Set forth			
Spoke			
Specified			
Stated			
Summarized			
Talked			
Thanked			
Told			
Voiced			

THE ART OF TAKING MINUTES – transitional words

<u>Stages of argument</u>	<u>Consequence or result</u>	<u>Example</u>
Initially	As a rule	Indeed
At the onset	Therefore	In fact
To begin with	Accordingly	In other words
Up to the present time	Consequently	In particular
So far	Thus	Specifically
Currently	As a result	That is
In sum	Hence	To illustrate
Lastly	In short	For example
Finally	Otherwise	For instance
After all	Then	Incidentally
In conclusion	Truly	
Opining that	Actually	<u>Defining</u>
In the first place	Apparently	This / These
Secondly	Fortunately	Those
First	For this reason	That
<u>Degree of certainty</u>	<u>Concession</u>	<u>Summary</u>
Certainly	After all	Thus
In fact	Although this may be true	To summarize
As a matter of fact	At the same time	In brief
Surely	Even though	To conclude
Doubtlessly	I admit	In conclusion
Indeed	Naturally	In short
Perhaps	Granted	on the whole
Possibly		Briefly
Probably	<u>Relationship of time</u>	In essence
Basically	Foremost	Concise
In all probability	Formerly	In the final analysis
To a degree	Beyond	
To a great extent	Eventually	<u>Similar Point</u>
In any case	At the time	Besides
Of course	Before	Equally important
	As soon as	Furthermore / Further
	At last	Moreover
	When	Similarly
	While	In any case
	Immediately	In like manner
	Lately	In addition
	Later	Next
	Meanwhile	Again
	Presently	Once more
	Currently	Also
	Afterwards	Incidentally
	As long as	Generally
	At first	Again
	Until	Likewise
	In the meantime	Another reason

5. Quick Tips

Keep it simple. Make it clear

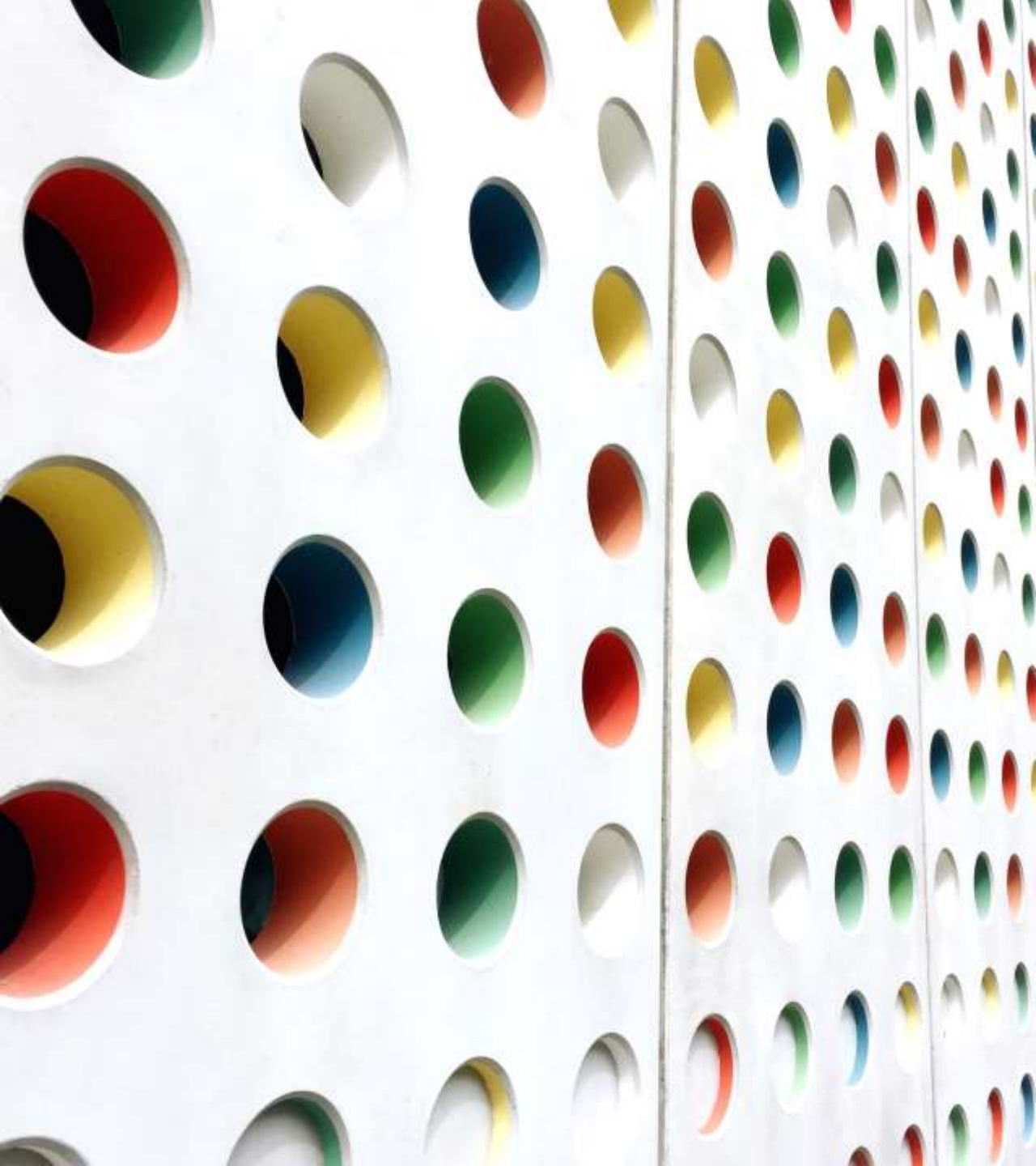
Communicate meaning

Recorder is helpful

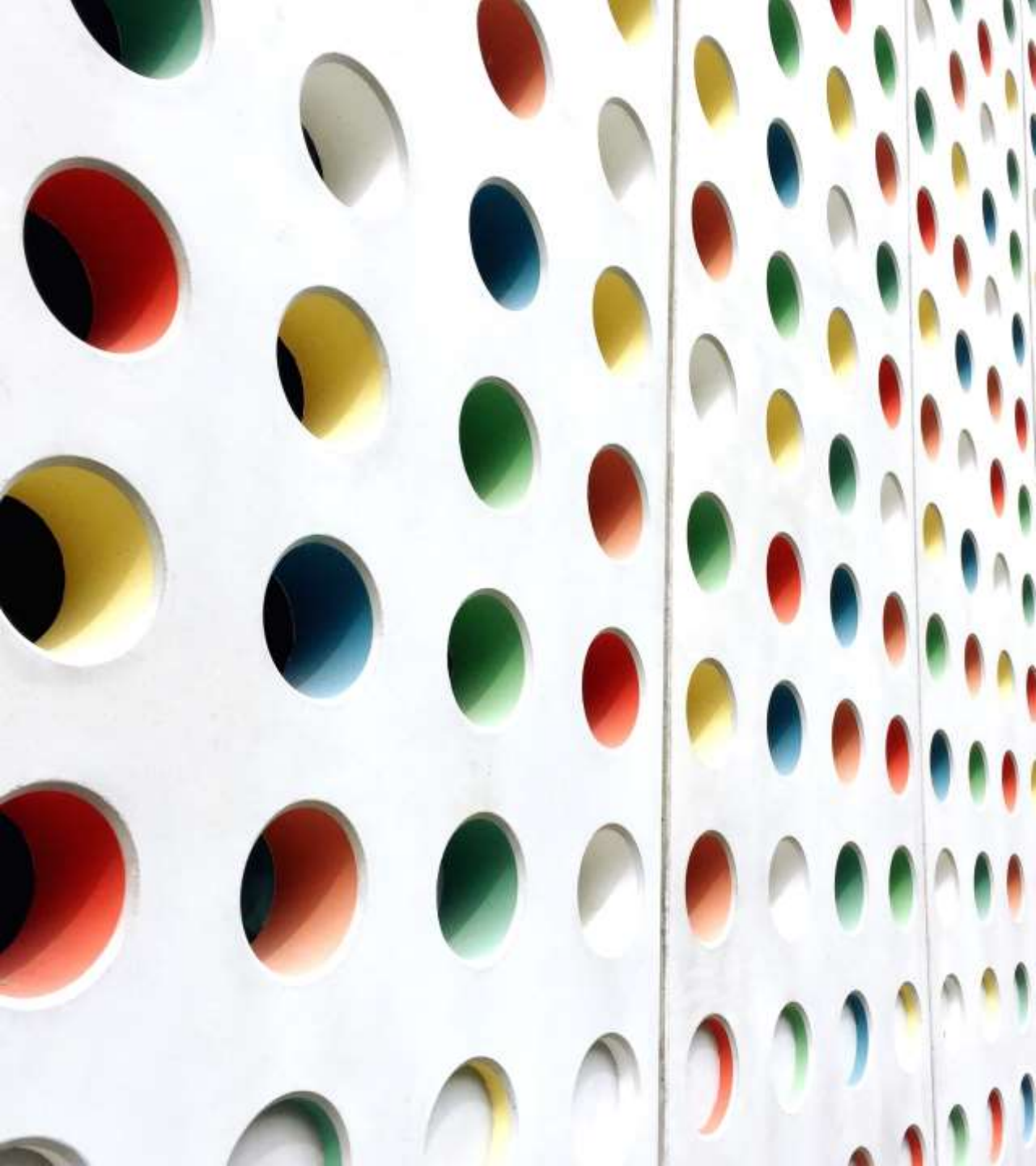
The quicker, the better – draft early, edit late

Try not to translate from Bahasa Malaysia

Create habits – checklist, pre-during-after



A bit of
homework...

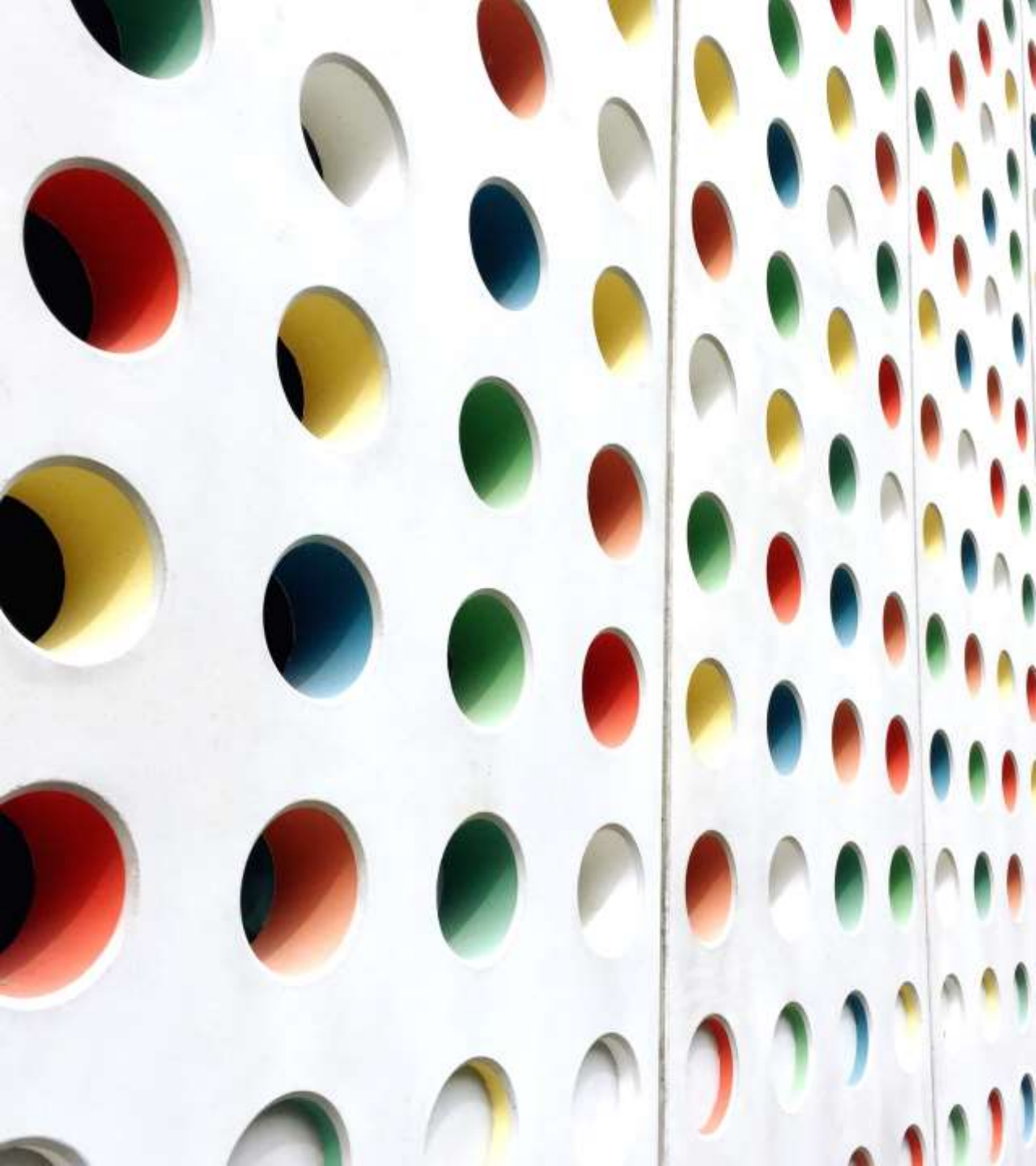


<https://youtu.be/Ecd90hMf73k>

Draft the minutes of meeting
from 0.36 – 4.16 in the video

Or

Edit part of the minutes of
meeting you are currently
drafting applying some if not all
the five points



Email you homework to
mijarasman@gmail.com
