

Minutes or meeting record

Create a reliable record of decisions and actions

COMMON FORMS

Team meeting, council, project group

TEXT SHAPE

Meeting details → agenda items → decisions → action, owner and date

FEATURES AND LANGUAGE

Concise past or present forms; action verbs; names; dates; consistent labels

PLAN AND TEACH IT

Record decisions and next actions rather than every comment. Check names, owners and dates with participants.

tone and register

Neutral and concise; avoid unverified interpretation or unnecessary detail.

LINKED CLASSROOM ACTIVITIES

Try: Summarise a Debate · Write from a Table · Colour-Code the Grammar

A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Create a reliable record of decisions and actions.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.