

Decision-making in Meetings provides fascinating new insights into the role of language in the process of decision-making in meetings. Using an approach firmly grounded in Conversation Analysis, Dr. Lohrová identifies three linguistic practices, explanations, accounts and formulations, that are instrumental in the decision-making process within business meetings. Extensive data examples throughout the book illustrate clearly how these practices are used in actual meetings. By tying specific linguistic and interactional practices to decision-making, Dr. Lohrová provides a much-needed link between applied linguistics and organisational studies research on meetings and decision-making. This book is essential reading for researchers in business communication and organisational studies and for anyone who wants to understand how decisions are reached in meetings.

Almut Koester, Professor of English Business Communication, Vienna University of Economics and Business, Austria.

I read Helena's book as a non-academic, but as very much an expert at talking in meetings! As someone who loves to talk as much as I do, the concept that "talk is work" is particularly attractive. To begin to glimpse that talk, which appears haphazard and frankly random, in fact has order and structure is a revelation, but is also something which feels instinctively true. Whether you are in business, academia or any other field, you will enjoy the dubious pleasure of meetings, possibly lots of them. Sometimes, they feel like time-wasters, rather than a valuable way to bring minds together. Helena's analysis began to lift the lid on what is really taking place as conversations in meetings develop – what were sub-conscious approaches to dialogue within meetings are driven by a set of patterns, relationships and rules. It is critical that we understand them and how they operate if we want to improve how we reach our decisions. Helena's analysis is an excellent contribution to help us towards this understanding.

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