

UNIT 11 Meetings

Vocabulary

EXERCISE 1 Choose the best word to fit the gap.

- 1 It was decided to _____ the meeting until after lunch.
A finish **B** hold **C** adjourn **D** interrupt
- 2 Copies of the _____ for the meeting were distributed to the heads of departments.
A proposal **B** summary **C** plan **D** agenda
- 3 The management committee _____ that flexitime should be limited to permanent members of staff.
A stipulated **B** required **C** asked **D** wanted
- 4 The members were asked to _____ on the proposal to introduce flexitime.
A conclude **B** vote **C** elect **D** opt
- 5 They agreed that the system wasn't working well and there was a need to _____ a more radical approach.
A choose **B** designate **C** prefer **D** adopt
- 6 The chair suggested that we got _____ to business as quickly as possible as there was a lot to get through.
A on **B** up **C** down **D** about
- 7 She made sure that everyone was able to express their points of _____ .
A view **B** opinion **C** idea **D** impression
- 8 He thanked the management _____ behalf of the staff for taking their suggestions seriously.
A with **B** on **C** in **D** for
- 9 The management decided _____ to accept the proposals put forward by the committee.
A unanimously **B** altogether **C** completely **D** totally
- 10 He was unable to stay for the _____ of the meeting as he had other business to attend to.
A time **B** length **C** extent **D** duration

New International Business English

Reading

EXERCISE 2 Put sentences A-F under the correct headings.

1 Tips for chairing a meeting

2 Proposals

3 Agenda

4 Summary

- A Flexitime: discuss staff suggestions and management stipulations.
- B Provide more car-parking places.
- C Make sure everyone has a chance to give their views.
- D Flexible hours should only be worked on Mondays and Fridays.
- E If there is disagreement on any point, call for a vote.
- F The meeting ended at 5.15 pm.
- G Any other business.
- H It was agreed that most people were happy with the present system.
- I There should be 'core time' for all staff.
- J Arrangements for the Company picnic.