

UNIT 2 > Business location

Lesson 2.4 Business skills: Starting a meeting

Functional language

A Complete the definitions with words about meetings. Use the letters to help you remember.

- 1 something you write to keep a record of what people said during the meeting
m_____
- 2 the person that leads the meeting c_____
- 3 something a participant has to do after the meeting a_____ p_____
- 4 something to discuss during the meeting a_____ i_____
- 5 the person that makes sure the meeting keeps to time t_____ -k_____
- 6 the last item on the agenda c_____
- 7 the time a task needs to be completed by after the meeting d_____
- 8 questions about the previous meeting m_____ a_____

B Complete the conversation with the phrases in the box.

can I ask you to be could I have a volunteer to take the
I'd like to start on time let's look at item 1 want to add anything to the

Chair: Shall we start?

Sue: Joe's not here yet, he's still on a Skype call with the Beijing office.

Chair: ¹ _____ if we can. Karen,
² _____ time-keeper?

Karen: I did it last time.

Chair: Sue, would you mind?

Sue: No problem.

Chair: ³ _____ minutes? Karen?

Karen: Yeah, OK.

Chair: Does anyone ⁴ _____ agenda?

Sue: It's already very busy.

Chair: You're right, and we have AOB if necessary.

So, ⁵ _____, matters arising ...