# LANGUAGE FOR BUSINESS MEETINGS

**Task 1. Classify the expressions below by function. Add one of the expressions below to each category a-g.**

**Any other business?** **What's your view / opinion?** **All those in favour? All those against?**
**The objective / aim of this meeting is to…** **Without further ado, let's open it up for discussion.**
**Would you mind… (+ – ing) ?** **Before we close, let me summarise / recap the main points.**
**I'm afraid we're running out of time. Are you ready to make a decision?**

**Which of the expressions above can be used:**

| | |
|---|---|
| **a) to open the meeting / discussion?**<br>• **Has everyone got a copy of the agenda?**<br>• | **b) to state the purpose of the meeting?**<br>• |
| **c) to allocate roles?**<br>• **… (name)...will lead point 1 of the agenda, and ...(name) - point 2.**<br>• **… (name)... has kindly agreed to give us a report on this matter**<br>• | **d) to ask participants to contribute?**<br>• **… (name)… over to you.**<br>• |
| **d) to signal moving on?**<br>• **Let's move on to the next item / issue.**<br>• | **e) to focus the meeting on target (time, decision)?**<br>• |
| **f) to vote?**<br>• **Let's put it to a vote. We are recommending that…**<br>• | **g) to summarise?**<br>• **The majority is in favour of / against (the proposal)**<br>• |

LIVEWORKSHEETS

**Task 2. Complete the expressions for participating in meetings with the words from the list below.**

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**view / favour / against / convinced / mean / concerned / with / to / clear / would / concur**

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**Expressing your opinion:**

**If you ask me….** **In my _____ …** **From my _____ of view,…** **As far as I'm _____ …**

**Agreeing:**

**I agree _____ sb** **I agree _____ sth** **I _____.** **I'm in _____ of this solution.**

**Disagreeing:**

**I'm sorry but I don't agree.** **I'm not _____** **I'm afraid, I'm _____ this proposal.**

**Asking for clarification:**

**Sorry, I don't see what you _____.**
**So are you saying that…?**

**Clarifying:**

**Perhaps I haven't made myself _____. What I meant was…**

**Suggesting solutions:**

**I suggest / recommend sth**
**doing sth**
**that we do sth**

**How about doing sth?**

**We could….**

**I think it _____ be a good idea to…**

**e.g:** I suggest / recommend a survey.
conducting a survey.
that we carry out a survey.

**Not:** ~~I suggest / recommend to conduct a survey~~.

LIVEWORKSHEETS