

1. Complete the introduction to a meeting with the infinitive or -ing form of the verbs from the list.

spend- arrive- interview- keep – make- talk- offer-  
sum up



Hello, everyone, and thank you all for on time today. I realize you're all busy,

so I hope this meeting brief. As you know, we have been looking at ways of employees the opportunity to work more flexible hours, and I think we have finally come up with a solution.

The process has involved a large number of different people in every department and I have to say that I've really enjoyed time talking to many of you. Anyway, I'd like by presenting the overall feedback and the I plan about the main points of our proposal.