

Meetings and presentations

Look at this rather long-winded opening address from a company's Annual General Meeting (AGM) and fill in the gaps with words from the box. The *first* letter of each word is already in the text.

-articipants	-atters	-bjectives	-chedule	-chieve	-ddress		
-ecommendations	-elcoming	-elegates	-enue	-eport	-et through	-genda	
-hair	-inutes	-iscuss	-larification	-loor	-loses	-mplement	-nterrupt
-oals	-oints	-omplaints	-onference	-ontingency	-ontribute	-otes	
-peakers	-pen	-pen-floor	-pinions	-resentations	-ringing up	-riority	
-rogress	-ssues	-ttendance	-uestions	-ummarizing	-upporting		

I'd like to **1. o**_____ this meeting by **2. w**_____ you all. It's good to see so many **3. p**_____ here today - in fact, this is probably the best **4. a**_____ we've had at a meeting for a long time - and I'd like to thank you all in advance for **5. s**_____ me.

Well, we've got a lot on the **6. a**_____ and I want to make as much **7. p**_____ as possible in the next two hours or so. If we stick to the main **8. s**_____, we should **9. g**_____ everything and **10. a**_____ all of our **11. g**_____ and **12. o**_____. I will **13. c**_____ the meeting, as usual, but I really hope that you will all have something to **14. c**_____, and if anything needs **15. c**_____, please don't hesitate to **16. i**_____ me (although not too often, I hope: the more **17. i**_____ we can **18. a**_____ today the better).

I'll be **19. b**_____ several important **20. m**_____ during the meeting, beginning with those that I feel should take **21. p**_____, before **22. s**_____ the main **23. p**_____ and making **24. r**_____. This will be followed by an **25. o**_____ session where you can give me your **26. o**_____. And I'm sure you will all be delighted to hear that after the meeting **27. c**_____, there will be drinks and snacks for everyone.

Mr Barker will be taking **28. n**_____ and keeping the **29. m**_____ of the meeting, and I will be using these to write my **30. r**_____ afterwards, so if anyone has any **31. c**_____, I suggest you talk to him and not to me!

Now, before I get going, are there any **32. q**_____ from the **33. f**_____? No? Good. Right, well I'll begin.

The first point I want to **34. d**_____ is next month's **35. c**_____. As you know, the **36. v**_____ we have chosen is the Royal Eynsham Hotel in Oxfordshire. We've invited several **37. s**_____ to make **38. p**_____ on various aspects of the trade, and we're expecting over 200 **39. d**_____ from our offices around Europe. Now, of course, there's always the possibility that some major players* won't be able to make it, so we need to make a **40. c**_____ plan that we can **41. i**_____ if things go pear-shaped**...

(*major players: important people. **Pear shaped: if something goes pear-shaped, it goes wrong. This is an informal expression)