UNIT 15

MEETINGS AND CONFERENCES

I. GETTING STARTED



1. Listen and answer the question. (File 1)

What are the speakers discussing?

A. Meeting agenda

B. Guests

C. Time

D. Venue

2. Listen and answer the question. (File 2)

Where most likely are the speakers?

A. In a car dealership

B. In a manager's office

C. In a convention center

D. In an electricity plant

3. Listen to File 2 again and answer the question.

Where is the meeting scheduled?

.....

.....

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II. VOCABULARY

1. Choose the correct answer.

1. At a special event for the HeForShe campaign at UN Headquarters, Emma Watson ..... a speech on gender quality.

   a. do b. delivered c. delay d. form

2. This conference room ..... at least 200 people comfortably.

   a. takes b. have c. holds d. gets

3. Please forward the ..... to anyone who is speaking at the meeting.

   a. agenda b. timetable c. announcement d. list

4. Before the conference there will be a private meeting for ..... members only.

   a. boarding b. boarded c. board d. boards

5. It is mandatory that all ..... attend Friday's meeting.

   a. supervise b. supervised c. supervisors d. supervising

6. Can I have a show of hands of all of those who were ..... in last year's conference?

   a. attendants b. participants c. servant d. attended

7. If there are no further comments, we will ..... the meeting here.

   a. start b. adjourn c. make d. commence

8. The boardroom is ..... for a managers' meeting, so we'll have to meet in the lounge.

   a. reserved b. reserving c. served d. serving

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2. Read the text below and match the *italic* word with its synonyms below.

Let's stop wasting time and get on with it!

Did you know you can download a clock from the internet to calculate the cost of your meetings? All you need to do is type in the number of *attendees* at the meeting and their average hourly wage, and start the clock. As the seconds tick away and you see how much those seconds are costing your company, you'll start to *appreciate* what a terrible waste of time – and money – most meetings are.

So what can you do? Firstly, make sure everyone arrives *on time*. No excuses. If five people at a meeting are sitting around waiting for a sixth person to *turn up*, just think how much money you are throwing away.

Secondly, get most of the work done before the meeting. That means *sending round* detailed agendas, with clear instructions for all participants telling them what they need to do to prepare for the meeting. Again, accept no excuses if someone fails to prepare properly. That means the meeting itself can focus on problem-solving and decision-making rather than wasting time explaining the problem that needs to be solved or the decision that needs to be made.

Thirdly, *stick to* the agenda. Don't let anyone hijack the meeting by chatting about something irrelevant. If they want to talk about those things, let them call their own meeting. Don't let them take over yours.

Fourthly, set a time limit and stick to it. There's nothing worse than a meeting that goes round and round in circles with no decisions ever being *finalized*. A time limit can be a great way to focus everyone's minds on the purpose of the meeting and the need to achieve something *concrete* ... and then to go back to work and start implementing the decisions. Of course small talk has its place, but that place is not a meeting.

a. Solid: .....

b. Reached: .....

c. Forwarding: .....

d. Follow: .....

e. Appear: .....

f. Punctually: .....

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g. Realize: .....

h. Participants: .....

3. Choose the best words.

a. I just got called for a meeting so I won't be available not for *another/other* hour

b. A small computer software company seeking to expand into the Asian market seeks experienced sales *representing/representative*.

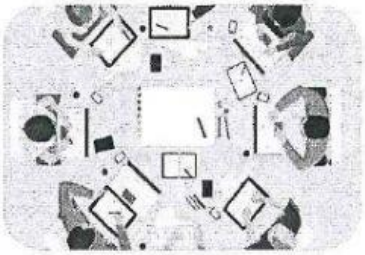
c. The meeting was *delayed/delaying* because the chairman was late.

d. The board of directors held a meeting *discussing/to discuss* the investment.

e. Scientists who attend a *regional/region* conference this week agree climate change in the world is real.

f. Meetings will be broadcast approximately a week after they take *occurrence/place*.

4. Choose the best sentence to describe the picture.

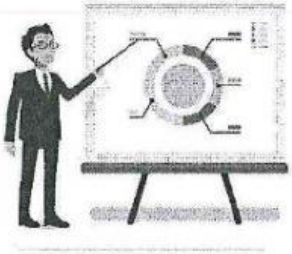


A. People are sitting round for a meeting

B. The woman is hosting the meeting

C. People are glancing at the meeting agenda

D. The man is drinking coffee



A. The man is giving a presentation

B. The man is pointing at a bar chart

C. The man is wearing a baseball cap

D. People are clapping for his presentation



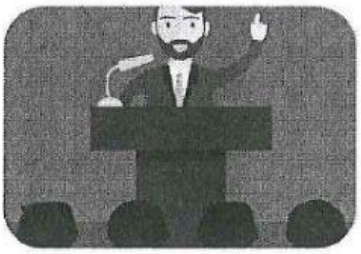
A. The man is welcoming a new hire

B. Two people are shaking hands after signing the contract

C. They are reaching a consensus

D. The contract is handwritten

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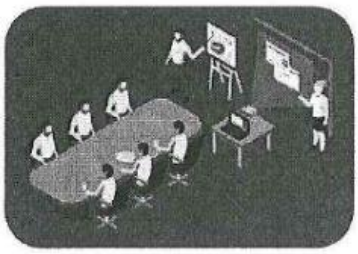


A. A man is using an headphone

B. People are listen to his speeach carefully

C. A man is delivering a speech

D. The audience is applauding the speech



A. Two men are drinking beverages

B. The woman is pointing at a pie chart

C. The woman is handing out the meeting agenda

D. People are sitting in a conference room



A. They are using computers

B. One man is typing

C. They are having a video conference

D. A man is holding a mug

III. PRACTICE

Exercise 1. Listen and choose the correct answer. (File 3)

1. What kind of business is the speaker involved in?

A. Energy industry

B. Auto industry

C. Electronics industry

D. Oil industry

2. What does the speaker recommend the company do?

A. Stop producing compact cars

B. Create cost-effective vehicles

C. Import small foreign vehicles

D. Cooperate with rival companies

3. Who is the speaker?

A. A car designer

B. A plant worker

C. A car salesman

D. A chief executive

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Exercise 2. **Listen and choose the correct answer. (File 4)**

1. What product are the speakers discussing?

A. Electronics

B. Office furniture

C. Calendars

D. Clothing

2. What does Donna suggest?

A. Hiring additional staff

B. Revising a budget

C. Posting some photos online

D. Reducing prices

3. What does the man propose?

A. Postponing a decision

B. Conducting a survey

C. Developing new products

D. Opening another location

Exercise 3. **Listen and choose the correct answer. (File 5)**

1. Why has the meeting been called?

A. To explain a manufacturing process

B. To announce a merger

C. To provide details on a contract

D. To inform employees of an error

2. Why does the speaker say, "it's been a week"?

A. To express concern about a delay

B. To praise the team's performance

C. To remind employees about a rule

D. To agree with a business strategy

3. What does the speaker ask Masaki to do?

A. Call a shipping company

B. Verify some addresses

C. Email staff members

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D. Give a speech

Exercise 4. Choose the correct answer.

Society for Trade and Industry (STI) **"The Role of Distance Education in Professional Training"** **City University of Abu Dhabi, 11-13 October** DRAFT: Schedule for Wednesday, 11 October	
7:30 A.M.-9:00 A.M.	**Conference Registration**
9:00 A.M.-9:10 A.M.	Welcome and Opening Remarks: Yasmin Al Gaood, Conference Chair
9:15 A.M.-10:00 A.M.	Opening Keynote Address: Ayumi Murakami, STI President
10:05 A.M.-10:50 A.M.	Title of presentation unknown: representative to be selected, Yaounde College of Agriculture, Cameroon
10:55 A.M.-11:40 A.M.	Innovative Online Resources: Chia Po Cheng, Taipei Business Management Institute, Taiwan
11:45 A.M.-1:20 P.M.	Lunch (Turquoise Center, central campus)
1:30 P.M.-2:15 P.M.	Distance Education in the Film Industry: representative from Scotland to be selected
2:20 P.M.-3:05 P.M.	Improving Course Content Quality: Andrei Durchenko, Moscow Journalism Academy, Russia
3:10 P.M.-4:00 P.M.	Learner Support Systems: Marcel Peralta, School of Pediatric Dentistry, Asuncion, Paraguay

From:	Ayumi Murakami <amurakami@sti.org>
To:	Yasmin Al Gaood <yasmin.algaood@cuad.ac.ae>
Subject:	I Re: Draft conference schedule for Wednesday
Date:	25 August

Hello, Yasmin,

As per your request, I have filled the **slots** that were listed as still available on the tentative conference schedule for Wednesday. Dr. Alban Buchanan in Scotland says

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that he is eager to talk about distance education as it is practiced within the film academies in his country. Also, my contact in Yaounde wrote to let me know that Ms. Marie-Therese Tchangou will be the school's representative.

Mr. Andrei Durchenko has informed me that he is withdrawing from the conference. His replacement from the same school, Ms. Melina Vakhitova, will submit the title of her presentation shortly.

I also wanted to add that I will be arriving in Abu Dhabi at 6:00 A.M. on Wednesday. That should give me plenty of time to set up for my presentation.

Regards, Ayumi

1. What is indicated about Ms. Murakami?

(A) She will speak on the first day of the conference

(B) She was recently elected STI president

(C) She will be available to answer questions

(D) She is scheduled to present in the afternoon

2. When will a specialist in business management be speaking?

(A) At 10:05 A.M.

(B) At 10:55 A.M.

(A) At 2:20 P.M.

(D) At 3:10 P.M.

3. In the e-mail, in paragraph 1, line 1, the word "slots" is closest in meaning to

(A) reservations

(8) machines

(C) openings

(D) buildings

4. What presentation will have to be canceled?

(A) Innovative Online Resources

(B) Distance Education in the Film Industry

(C) Improving Course Content Quality

(D) Learner Support Systems

5. According to the e-mail, what information is Ms. Murakami expecting to receive?

(A) The title of a presentation

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(B) The name of a replacement speaker

(C) The conference schedule for Thursday

(D) The contact information for Mr. Buchanan

Exercise 5. Choose the correct answer.

The Uppsala International Book Fair **22-24 September• Berglund Conference Hall• Uppsala, Sweden**
Schedule for Friday, 22 September
Outthinking Public Opinion **12:00 noon-1:00 P.M., Salon A** Touring to promote his latest book, Outthinlcing Public Opinion, author Damian Schnauz makes a stop at the Uppsala International Book Fair to discuss his latest subject, take questions, and sign his books.
Introductory Course in Graphic Design **1:30-2:30 P.M., Visual Media Centre** Professional digital designers Allen Doubek and Ivanette Lacasse will present useful techniques and provide attendees with hands-on practice opportunities.
Seminar on Online Publishing **3:00-4:30 P.M., Lindqvist Auditorium** Releasing and promoting e-books and audiobooks on the Internet. Speakers: Kenneth Pulaski, editor-in-chief of Vendler Publishing, and Tina Savona, marketing manager at Vendler Publishing. All accompanying materials will be sold at the venue immediately before and after the seminar.
Readership in the Digital Age **5:00-6:30 P.M., Room 210** Is literacy promoted or inhibited by digital media? Debate moderated by Greg Gunnarson
• To attend these or any other sessions, purchase a daily admission ticket for 100kr. • Note that reservations are not required for any session, but seating is limited, so please arrive a few minutes before the scheduled time to ensure a seat. Also note that while photos are permitted, no video recordings may be made of any presentation. • Meals are available for purchase at locations throughout Berglund Conference Hall. Information about accommodation may be obtained on our Website at uibf.se/hotels.

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