

MEETINGS

1. Complete the definitions with the correct PRESENT SIMPLE form of the verbs in brackets.

A) _____

This is the person who ¹_____ (CONTROL) a meeting so that it ²_____ (RUN) smoothly. The people in this position ³_____ (aim) at keeping the meeting focused.

B) _____

This ⁴_____ (BE) the list of points that participants ⁵_____ (TALK) about at a meeting. It is useful so that a participant ⁶_____ (PREPARE) for the meeting before it ⁷_____ (START).

C) _____

These ⁸_____ (BE) the records of what people ⁹_____ (SAY) and ¹⁰_____ (DECIDE) at a meeting. When a person ¹¹_____ (READ) them, he or she ¹²_____ (REMEMBER) what was discussed.

D) _____

When participants ¹³_____ (NOT BE) in the same place, they ¹⁴_____ (NOT NEED) to travel. They ¹⁵_____ (USE) telephones instead. For example, my colleague Rebecca ¹⁶_____ (SAVE) a lot of time and money because she ¹⁷_____ (NOT HAVE) to move and she ¹⁸_____ (COMMUNICATE) from her house.

E) _____

When Rebecca ¹⁹_____ (HAVE) to make a presentation, she ²⁰_____ (CHOOSE) this type of communication with video. She ²¹_____ (SWITCH) on her computer, ²²_____ (SHARE) a PowerPoint presentation and even ²³_____ (PLAY) some videos. She ²⁴_____ (NOT TURN) on her camera during the videos, but she ²⁵_____ (DO) so when she ²⁶_____ (OFFER) important data.

2. Write the following words in the correct place (A to E).

VIDEOCONFERENCE - MINUTES - AGENDA - TELECONFERENCE - CHAIRPERSON