



Business Communication unit 8

Instruction: Complete 1–10 in this extract from a meeting by choosing the correct word **(a–d)**.

Options

1. a talk b discuss c decide d meet
2. a opportunities b opinions c options d proposals
3. a consider b decide c agree d look
4. a would b should c might d have
5. a see b view c regard d think
6. a ensure b expect c hope d assume
7. a propose b provide c offer d intend
8. a Until b Unless c If d While
9. a As a result b Because c Due d Instead
10. a summary b review c recap d outline

Meeting

Emma: What we need to 1 _____ today is the agenda for the annual staff conference. Let's start by looking at what our main 2 _____ are.

David: I think we should 3 _____ whether we want to hold it locally or abroad.

Emma: We do have several venues on our list, but we'd 4 _____ need to reduce costs if we chose an overseas location.

Sophie: That's true. Mark, how does Finance 5 _____ this?

Mark: Well, we could support it, but only if we 6 _____ that the budget is clearly defined.

Emma: So you're suggesting we limit spending.

Mark: Exactly. We could 7 _____ including optional activities rather than an all-inclusive package.

Sophie: That sounds reasonable.

8 _____ we do that, we can still offer staff some flexibility.

Emma: OK, let's say we choose the local option for now.

9 _____ of that, we'll look at external speakers next.

David: Fine. Let's do a quick

10 _____ of what we've agreed so far.