2 **Read the text about business meetings and correct the mistakes.**

PART FIVE

Questions 1–12

- Read the text about giving business meetings.
- In most of the lines **1–12** there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write **CORRECT**.
- If there is an extra word in the line, write **the extra word** in CAPITAL LETTERS.
- There are two examples at the beginning, **(0)** and **(00)**.

0	There are lots of figures and statistics telling us how much time is spent in	CORRECT
00	meetings. One recent estimate said that US businesses hold on about	ON
1	20 million a day. Another report predicted most of us it will be in meetings	
2	for about 30 hours this month and managers will to use up 5 hours a week	
3	simply trying to schedule the next meeting. One of survey in the magazine	
4	*Industry Week* also reported that 200 managers who believed that about	
5	30 per cent of their meetings were a waste of time. This means that if you	
6	are in charge of setting up meetings, you could be one of the most least	
7	popular people around! To change this perception, consider if your next meeting	
8	is absolutely very necessary. Think about what the objectives are and who is	
9	needed. Most employees complain why if they are expected to go to meetings	
10	which include no points on the agenda relevant to their work. The other option is	
11	to run the meeting via video conference, which can save both either time and	
12	money, especially where international staff meetings are concerned.	

