Lesson
27

WORDS TO LEARN

adhere to
agenda
bring up
conclude
go ahead
goal
lengthy
matter
periodically
priority
progress
waste

Board Meetings and Committees

Study the following definitions and examples.

1. **adhere to** v., to follow; to pay attention to
   a. The chairman never adhered to his own rules.
   b. The best committee members are those who adhere to the time limits and speak only when they have something important to add.
2. **agenda** n., a list of topics to be discussed
   a. The board was able to cover fifteen items on the agenda.
   b. The agenda was sent out three weeks ago so that everyone could prepare for the meeting.
3. **bring up** v., to introduce a topic
   a. Just as the meeting was about to finish, the manager brought up a controversial issue.
   b. No one brought up the resignation of the director.
4. **conclude** v., to stop; to come to a decision
   a. The committee members concluded the meeting early so that they could finish their budgets.
   b. After long discussions, the board has concluded that the project has to be canceled.
5. **go ahead** v., to proceed with; n., permission to do something
   a. Five of the six members felt that they should go ahead with the plan.
   b. The manager was just waiting for the go ahead from her boss before mailing the report.
6. **goal** n., objective, purpose
   a. Employees are expected to analyze and evaluate their annual goals.
   b. The director had to report to the committee that his department would not reach its goal of 35 percent growth.
7. **lengthy** adj., long in time, duration, or distance
   a. After lengthy discussions, the chairperson was reelected for another term.
   b. The report was so lengthy that members had to take it home and read it over the weekend.
8. **matter** n., an item, issue, topic of interest
   a. If there are no other matters to discuss, we will conclude the meeting.
   b. This is not the place to bring up personal matters.
9. **periodically** adv., from time to time
   a. The group tried to meet periodically.
   b. Periodically, new members were nominated to the committee.
10. **priority** n., something of importance, something that should be done before other things
    a. Since the remaining issues were not a priority, the group decided to move them to the next week's agenda.
    b. The manager was ineffective because she was unable to set priorities.
11. **progress** n., a movement forward; v., to move forward on something, especially work or a project
    a. The executive committee asked each group to present a report showing their progress for the year.
    b. Progress is being made on the annual report; we expect to see a finished product by next week.
12. **waste** v., not to use wisely; n., not worthwhile
    a. Without a leader, the group members wasted time and energy trying to organize themselves.
    b. The meeting wasn't a waste of time, but the members had hoped to accomplish more than they did.

LIVEWORKSHEETS

WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

adhered to	concluded	lengthy	priority
agenda	go ahead	matters	progress
brought up	goals	periodically	waste

Committee meetings are a frequent and necessary event at almost every company. In order for meetings to be productive and not viewed as a (1) _____ of time, they should be run efficiently. Critical to the success of any meeting is the (2) _____. Everyone who attends the meeting should be aware of the agenda and be prepared to discuss the (3) _____ at hand and the (4) _____ to be accomplished. To avoid (5) _____ discussions, time frames should be set and (6) _____.

The meeting is called to order by the chairperson. Attendance is taken and agenda items are (7) _____ one by one. In general, (8) _____ topics should be at the beginning of the agenda, to make sure that the attendees are able to discuss them fully and make timely decisions. Once the (9) _____ is given for a plan or project, a plan of action is developed. The committee must then (10) _____ check up on the (11) _____ of that plan. The meeting is (12) _____ without any outstanding issues and a date for the next meeting is set.

LIVEWORKSHEETS

WORD FAMILIES

verb	adhere	The chairperson asked us to adhere to the items on the agenda.
noun	adherence	Your adherence to these guidelines would be appreciated.

verb	conclude	To conclude, we must all focus on the year ahead of us and the challenges that we will face.
noun	conclusion	Unfortunately, the conclusion of the meeting was that they needed to downsize their workforce.
adjective	conclusive	There is no conclusive evidence to back up the report.

verb	lengthen	Ms. Greene decided to lengthen the time allotted to the meeting to allow each person a chance to speak.
noun	length	Because of its length, we decided not to read the entire report at the meeting.
adjective	lengthy	A presentation that is too lengthy will only put the audience to sleep.

noun	period	The sales reports for the current period are excellent.
adjective	periodic	They received periodic updates from the overseas licensees.
adverb	periodically	The employee checked his messages periodically during the week-long seminar.

verb	prioritize	Once the team members learned to prioritize their work, they were much more productive.
noun	priority	The committee member has difficulties setting priorities for herself.
adjective	prior	The director did not give much attention to Ellen's proposal as he had several prior matters to attend to.

verb	progress	Everyone was surprised at how quickly the meeting had progressed.
noun	progression	The quick progression of events didn't surprise anyone.
adjective	progressive	The new president is very progressive and is always looking for ways to improve the business.

LIVEWORKSHEETS

WORD PRACTICE

LISTENING COMPREHENSION

CD2
Track 2

Part 1 Photo

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.



1. Ⓐ Ⓑ Ⓒ Ⓓ

Part 2 Question–Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. Ⓐ Ⓑ Ⓒ

3. Ⓐ Ⓑ Ⓒ

Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best answer.

4. What do the speakers say about the meeting?
   (A) They had a good time.
   (B) A lot was accomplished.
   (C) Important matters were discussed.
   (D) It was too long.

5. How long did the meeting last?
   (A) Two hours.
   (B) Three hours.
   (C) Four hours.
   (D) Nine hours.

6. What will the speakers do the next time there is a meeting?
   (A) Look at the agenda.
   (B) Accomplish more things.
   (C) Avoid attending it.
   (D) Plan it better.

Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

7. What is this talk about?
   (A) How to have a better staff meeting.
   (B) How to make speeches.
   (C) How to write an agenda.
   (D) How to develop guidelines.

8. What are the listeners asked to do?
   (A) Make long speeches.
   (B) Discuss personal matters.
   (C) Bring something to the meeting.
   (D) Follow the agenda.

9. What will happen at 4:30?
   (A) The meeting will end.
   (B) Goals will be discussed.
   (C) Guidelines will be presented.
   (D) A new item will be introduced.

LIVEWORKSHEETS

READING

Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. When using these facilities, please _____ to the rules posted by the door.
    (A) adhere (C) adherence
    (B) adhering (D) adhered

11. As the chairman stood to give his _____, everyone in the room was listening.
    (A) conclusion (C) conclusive
    (B) conclude (D) concluding

12. George decided to _____ his business trip by a few days so he could do some sightseeing.
    (A) length (C) lengthy
    (B) lengthen (D) lengthened

13. The original members of the committee met _____ for lunch or dinner.
    (A) period (C) periodically
    (B) periods (D) periodic

14. As her first _____, the committee chairwoman wanted to attract new, energetic members to the group.
    (A) prior (C) prioritize
    (B) priority (D) prioritized

15. Even as they _____ through the hundreds of pages of supporting material, the committee was still not convinced that the project was justified.
    (A) progression (C) progresses
    (B) progressed (D) progressive

Part 6 Text Completion

Memo

To: Department Staff
From: Alison Roth, Department Manager
Re: Meeting

All members of the department staff are requested to attend a department meeting next Friday morning. As you know, we meet __16__ to review our work of the past months and finalize plans for the coming months. The goal of this Friday's meeting is to set our priorities for the next six months. The meeting agenda is attached for your review. Let's agree to follow the agenda and not __17__ other matters at this time so that we can finish the meeting in a timely manner. The most important item on the agenda is the budget. We need to take a careful look at our spending practices. We __18__ too much money over the past six months. Please come with ideas about how we can use our funds more efficiently in the future. Please arrive at the meeting on time so that we can conclude before 12:00.

16. (A) period
    (B) periodic
    (C) periodical
    (D) periodically

17. (A) set back
    (B) go ahead
    (C) bring up
    (D) adhere to

18. (A) waste
    (B) have wasted
    (C) will waste
    (D) are wasting

LIVEWORKSHEETS

Part 7 Reading Comprehension

Questions 19–23 refer to the following agenda and e-mail message.

Perruche, Inc.

Annual Meeting
May 17, 20—
1:00 P.M.

Agenda

1. Progress report on overseas expansion	Robert Fleurat
2. Reducing waste in our plants	Madeline Costello
3. Reassessing our financial goals	Jean Duprey
4. Hiring and firing policies	Cynthia Weinstein
5. Looking ahead: priorities for the next decade	Samuel Lyon

To: Cynthia Weinstein
From: Samuel Lyon
Subject: Yesterday's meeting

Hello Cynthia,

We all missed you at yesterday's meeting. We were concerned that a medical emergency prevented your attendance but are glad to know that you are all right now. The meeting went well, and we were able to adhere to the agenda for the most part. There was only one small change. Jean gave his presentation on finance right after Robert since he had to leave early. Your secretary faxed a copy of your report to me, and I read it in your place. There were a few questions which will be submitted to you by e-mail. The meeting was not lengthy at all. In fact, even though we had scheduled three hours for the entire meeting, we actually concluded half an hour earlier than that. You see how efficient we have become. A copy of the meeting minutes will be faxed to you before 5:00 today. I hope to speak with you soon.

Samuel

19. What was the second item presented at the meeting?
    (A) Progress report on overseas expansion.
    (B) Reducing waste in our plants.
    (C) Reassessing our financial goals.
    (D) Hiring and firing policies.

20. Who read the report on hiring and firing policies?
    (A) Madeline Costello.
    (B) Jean Duprey.
    (C) Cynthia Weinstein.
    (D) Samuel Lyon.

21. What time did the meeting end?
    (A) 1:00.
    (B) 3:30.
    (C) 4:00.
    (D) 4:30.

22. The word *goals* in line 3 of the agenda is closest in meaning to
    (A) objectives
    (B) problems
    (C) needs
    (D) decisions

23. The words *adhere to* in line 6 of the e-mail are closest in meaning to
    (A) study
    (B) design
    (C) follow
    (D) understand

LIVEWORKSHEETS