

MEETINGS

1. Complete the sentences with the correct word.

action agenda attend chairperson send minutes

Amanda,

I've got to 1) _____ an important meeting of the Advisory Board tomorrow. Could you:

- find out who is going to be the 2) _____;
- get hold of the 3) _____ for me so that I can prepare, and make sure you 4) _____ it to the other member of the board;
- check that the 5) _____ of the last meeting are typed up;
- come in for 20 mins after lunch so that we can check that all the 6) _____ points have been followed up.

Thanks,
Sarah

2. Fill in the table with the words below to create collocations with *make* and *do*.

(Write the number in the correct box).

- | | | | | |
|--------------|---------------|---------------|-----------------|-------------------|
| 1 your best | 5 a noise | 9 a profit | 13 damage | 17 an appointment |
| 2 business | 6 an attempt | 10 an effort | 14 a phone call | 18 the dishes |
| 3 a progress | 7 sb a favour | 11 a good job | 15 a difference | 19 a good |
| 4 a decision | 8 research | 12 sth clear | 16 a suggestion | impression |

MAKE	DO

3. Complete the sentences with the correct collocation from the previous exercise.

- When you go to a job interview, it's important to _____.
- I think we're all getting tired. Can I _____? Let's take a break.
- A lot of _____ has been _____ into the causes of cancer.
- I think the CEO is basically _____. He's reliable, he's honest, and he gets results.
- I'd like to _____ it _____ right now that I am totally opposed to this idea.
- We can't _____ in this business unless we raise prices.
- I don't mind if we go now or later. It _____ no _____ to me.
- Could you _____ me _____ and lend me some money till tomorrow?