

LET'S STOP WASTING TIME AND GET ON WITH IT!



Ex.1. Put the words in the box to the appropriate gap.

SMALL TALK CIRCLES ON TIME PURPOSE ROUND HIJACK FOCUS STICK
COST WAGE WASTE ATTENDEES

Did you know you can download a clock from the internet to calculate the _____ of your meetings? All you need to do is type in the number of _____ at the meeting and their average hourly _____, and start the clock. As the seconds tick away and you see how much those seconds are costing your company, you'll start to appreciate what a terrible _____ of time – and money – most meetings are.

So, what can you do?

- Firstly, make sure everyone arrives _____. No excuses. If five people at a meeting are sitting around waiting for a sixth person **to turn up**, just think how much money you are throwing away.
- Secondly, get most of the work done before the meeting. That means sending _____ detailed agendas, with clear instructions for all participants telling them what they need to do to prepare for the meeting. Again, accept no excuses if someone fails to prepare properly. That means the meeting itself can _____ on problem-solving and decision-making rather than wasting time explaining the problem that needs to be solved or the decision that needs to be made.
- Thirdly, _____ to the agenda. Don't let anyone _____ the meeting by chatting about something irrelevant. If they want to talk about those things, let them call their own meeting. Don't let them **take over** yours.
- Fourthly, set a time limit and stick to it. There's nothing worse than a meeting that goes round and round in _____ with no decisions ever being finalized. A time limit can be a great way to focus everyone's minds on the _____ of the meeting and the need to achieve something concrete ... and then to go back to work and start implementing the decisions.

Of course, _____ has its place, but that place is not a meeting.

Ex. 2 Answer the questions

1. Do you agree with these recommendations? Which is the most useful?
2. What's another way to call those who arrive late?
3. What's another way to call those who don't come to the meeting?
4. What's another name for the result you expect?
5. How else can you call the action items in the agenda?
6. What's another word to say "a goal, target, aim, reason of the meeting..."?
7. What do you call a person who declares at the meeting?
8. What's the name for the person who hosts the meeting?
9. What's another way to say "Let's start the meeting properly"?
10. Look at the phrasal verbs from the text.

A. Match the phrasal verbs with their meanings:

GET ON	to happen or become available unexpectedly or in a way that was not planned
TURN UP	to begin to have control of something
TAKE OVER	to continue doing something after stopping

B. Fill in the gaps with the appropriate phrasal verbs:

- Stop talking and _____ with it.
- I suppose I could _____ with the ironing while I'm waiting.
- The asset management company _____ the bank's bad loans.
- The firm has been _____ by one of its main competitors.
- This job _____ just when I needed it.
- We don't have a house at the moment, but I'm sure something will _____.

Answer Key

Ex. 1

Cost, attendees, wage, waste, on time, round, focus, stick, hijack, circles, purpose, small talk

Ex. 2

2. What's another way to call those who arrive late?
(*late arrivals, latecomers*)
3. What's another way to call those who don't come to the meeting?
(*Non-attendees*)
4. What's another name for the result you expect?
(*outcome*)
5. How else can you call the action items in the agenda?
(*points*)
6. What's another word to say "a goal, target, aim, reason of the meeting..."
(*purpose*)
7. What do you call a person who declares at the meeting? (*speaker*)
8. A person who hosts the meeting? (*chairwoman or chairman*)
9. What's another way to say "Let's start the meeting properly"
(*Let's get the ball rolling*)

10. A. Match the phrasal verbs with their meanings:

GET ON	to continue doing something after stopping
TURN UP	to happen or become available unexpectedly or in a way that was not planned
TAKE OVER	to begin to have control of something

B. Fill in the gaps with the appropriate phrasal verbs:

- Stop talking and **get on** with it.
- I suppose I could **get on** with the ironing while I'm waiting.
- The asset management company **took over** the bank's bad loans.
- The firm has been **taken over** by one of its main competitors.
- This job **turned up** just when I needed it.
- We don't have a house at the moment, but I'm sure something will **turn up**.