

Meetings

I Drag and drop the correct noun.

| | | | | | | | |
|--------|-------|--------|-----------|--------|---------|-----|---------------|
| doubts | scope | top | apologies | behalf | purpose | day | contributions |
| | | course | close | extent | views | | |

1. Unfortunately, Patricia can't join us today - she sends her _____.
2. I'd like to apologize on _____ of Mr. Moore. He can't join us today.
3. The _____ of today's meeting is to find the most efficient way to deal with complaints.
4. I'm afraid that's outside the _____ of this meeting.
5. We are out of time, let's call it a _____.
6. If there are no further points, I'd like to bring the meeting to a _____.
7. Thank you for your _____.
8. I can't remember exactly, but off the _____ of my head.
9. The best _____ of action would probably be to offer them a refund.
10. Jennifer, what are your _____ on this?
11. I have no _____ whatsoever that the new technology will boost our sales.
12. I agree with you to some _____.

II Drag and drop the correct word.

| | | | | | | | | |
|--------|-------------|-----------|----------|--------------|--------|-----------|-----------|---------|
| mind | overlapping | convinced | coming | mistaken | covers | correctly | put | precise |
| sum up | valid | elaborate | couldn't | double-check | worth | tend | concerned | |

1. I'm not sure I understand. Could you be a little bit more _____?
2. Good point. Can you _____ on that?
3. Let me _____ this another way.
4. You've put me on the spot there. I can _____ if you like?
5. Sorry, I'm going to have to leave now, I've got _____ meetings.
6. I think that _____ everything, we've done enough for one day.
7. As far as I'm _____, this idea is _____ considering.
8. I'm afraid I didn't quite understand that. Would you _____ repeating that, please?
9. Let me check if I understood you _____.
10. I'm _____ that hiring new staff is unnecessary.
11. I _____ to think that this is a viable solution.
12. I _____ agree more.
13. I see where you're _____ from, however I see it differently.
14. To _____, our main aim is to increase sales by 15%.
15. That's a _____ point. If I'm not _____, he didn't specify what time.

III Choose the correct preposition.

1. Please join me with / in welcoming Mike Brown, the chief analytics officer.
2. We are here today to decide for / on our plan of action.
3. We're here today to discuss about / - the crisis.
4. James, what's your take on / of this?
5. Shall we get down / off to business?
6. Would anyone else like to comment on / - this?
7. From / In my perspective, we should launch it by the end of May.
8. I'm with / about Peter on this.
9. Could you please tell me what you mean with / by 'digital nomads'?
10. Sorry, I'm not sure what you were aiming at / to. Could you explain it a bit?
11. Here's what I had in / on mind.
12. We'll have to come back to that in / at the end of the meeting.
13. We've gone slightly off / away topic, let us get back to the main agenda.
14. Kim is now going to take on / over the business after her father passed away.
15. To sum up / down, we've decided to relocate our business next year.
16. Our next meeting will be on / in June 25.

IV Choose the correct verb.

1. Could you run / tell that by me one more time, please?
2. I'll go / do along with you on that.
3. Let me check and I'll come/ get back to you.
4. We're getting / running out of time, so let's move on.
5. Mike will tell / talk us through the presentation.
6. I'm sorry, I have to stop you there. We need to stay / stick to the agenda.
7. Let's move / pass on to the next point.
8. I'm glad you brought / said that up.
9. Let's quickly pass / go over the main points of today's meeting.
10. OK, I think that's about it. Let's wrap / pack it up for today. Any questions?
11. Could I come / add in here? I've got something to say.

V Drag and drop.

| | | | | | |
|-----------------|------------|---------------|------------|--------------|-------------|
| talk sb through | run out of | go along | move on to | bring sth up | get back to |
| | wrap it up | run sth by sb | stick to | go over | |

| | |
|-------------------------------|-----------------------------|
| 1. mention = _____ | 6. follow = _____ |
| 2. answer = _____ | 7. continue = _____ |
| 3. not many/much left = _____ | 8. read and discuss = _____ |
| 4. agree = _____ | 9. tell = _____ |
| 5. explain = _____ | 10. finish = _____ |