

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 = _____

2. answer = _____

3. not many/much left = _____

4. agree = _____

5. explain = _____

6. follow = _____

7. continue = _____

8. read and discuss = _____

9. tell = _____

10. finish = _____