Listen and for each meeting (1 – 5), decide which problem (A – H) is being discussed


Meeting 1


Meeting 2


Meeting 3


Meeting 4


Meeting 5

A How to deal with a late payer
B How to improve timekeeping
C Whether a product is suitable
D Who would be the best person for the job
E Which would be the best hotel to use
F How to treat a potential customer
G When to hold an event
H Why a deadline can't be met

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LIVEWORKSHEETS

Complete these sentences (1-14), used by the chairs of the meetings, with the words below:

ABOUT BREAK COPY GET HAVE TO LOOK WHAT
MINUTES OTHER PURPOSE SUM SUMMARY VIEWS

1. OK, let's _____ started.
2. Has everyone got a _____ of the agenda?
3. Would anyone like to take _____, or shall we just keep a list of action points?
4. Thank you all for coming. The _____ of this meeting is to ....
5. Jane, could you give us your _____ on this?
6. So, if I just _____ up, what you think is that...
7. Thanks very much for that. Now can we hear what other people _____ to say?
8. Look, that's all very interesting, but can we keep _____ the issue in hand?
9. So, in a nutshell, _____ you think is that ...
10. Well, we don't have to decide on this today. Let's think _____ it a bit more and come back to it next week.
11. Now. let's take a five minute _____ and then start on point number 6.
12. So we need more information on this issue. Sandra, can you _____ into it for the next meeting?
13. So, in _____, we've agreed about where we are going to stay. ..
14. I think this has been very profitable and we'll meet again to talk about the _____ points on Wednesday 4th at the same time.

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