

Meetings and presentations

Look at this rather long-winded opening address from a company's Annual General Meeting (AGM) and fill in the gaps with words from the box. The *first* letter of each word is already in the text.

-participants	-atters	-bjectives	-chedule	-chieve	-dress		
-recommendations	-elcoming	-legates	-enue	-eport	-et through	-genda	
-hair	-inutes	-iscuss	-larification	-loor	-loses	-mplement	-nterrupt
-oals	-oints	-omplaints	-onference	-ontingency	-ontribute	-otes	
-peakers	-pen	-pen-floor	-pinions	-resentations	-ringing up	-riority	
-rogress	-ssues	-ttendance	-uestions	-ummarizing	-upporting		

I'd like to 1. o_____ this meeting by 2. w_____ you all. It's good to see so many 3. p_____ here today - in fact, this is probably the best 4. a_____ we've had at a meeting for a long time - and I'd like to thank you all in advance for 5. s_____ me.

Well, we've got a lot on the 6. a_____ and I want to make as much 7. p_____ as possible in the next two hours or so. If we stick to the main 8. s_____ , we should 9. g_____ everything and 10. a_____ all of our 11. g_____ and 12. o_____. I will 13. c_____ the meeting, as usual, but I really hope that you will all have something to 14. c_____, and if anything needs 15. c_____, please don't hesitate to 16. i_____ me (although not too often, I hope: the more 17. i_____ we can 18. a_____ today the better).

I'll be 19. b_____ several important 20. m_____ during the meeting, beginning with those that I feel should take 21. p_____ , before 22. s_____ the main 23. p_____ and making 24. r_____. This will be followed by an 25. o_____ session where you can give me your 26. o_____. And I'm sure you will all be delighted to hear that after the meeting 27. c_____, there will be drinks and snacks for everyone.

Mr Barker will be taking 28. n_____ and keeping the 29. m_____ of the meeting, and I will be using these to write my 30. r_____ afterwards, so if anyone has any 31. c_____, I suggest you talk to him and not to me!

Now, before I get going, are there any 32. q_____ from the 33. f_____? No? Good. Right, well I'll begin.

The first point I want to 34. d_____ is next month's 35. c_____. As you know, the 36. v_____ we have chosen is the Royal Eynsham Hotel in Oxfordshire. We've invited several 37. s_____ to make 38. p_____ on various aspects of the trade, and we're expecting over 200 39. d_____ from our offices around Europe. Now, of course, there's always the possibility that some major players* won't be able to make it, so we need to make a 40. c_____ plan that we can 41. i_____ if things go pear-shaped**...

(**major players*: important people. ***Pear shaped*: if something goes *pear-shaped*, it goes wrong. This is an informal expression)