

## 8. Meeting vocabulary.

Match the word to the definition. Use the word bank below.

|            |                      |         |            |        |            |          |
|------------|----------------------|---------|------------|--------|------------|----------|
| productive | adjourn /<br>wrap up | results | reschedule | agenda | brainstorm | commence |
| run over   | take minutes         | attend  | strategy   | cancel | postpone   | chair    |

|     |                                                                                               |
|-----|-----------------------------------------------------------------------------------------------|
| 1.  | to go to a meeting                                                                            |
| 2.  | working in a group to think of some new fresh ideas                                           |
| 3.  | to decide that a planned meeting will not happen [The date is not changed, it is eliminated.] |
| 4.  | to begin/start a meeting                                                                      |
| 5.  | to be in charge of the meeting; to lead the meeting                                           |
| 6.  | to take longer time than was expected or scheduled                                            |
| 7.  | to change the date of a meeting to a later date than was originally planned                   |
| 8.  | to change the time that a meeting was scheduled to a different time [either earlier or later] |
| 9.  | to end a meeting                                                                              |
| 10. | topics to be covered in the meeting                                                           |
| 11. | to write down notes about everything that is talked about in the meeting                      |
| 12. | the business plan for success                                                                 |
| 13. | useful, efficient                                                                             |
| 14. | outcomes; effects                                                                             |

