Business Meeting- Vocabulary

Put the following phrases into categories A—D.

A = Explaining planned future events or activities
B = Making predictions about a future situation
C = Referring to audience knowledge and concerns
D = Making a call for action

1 As you all know, it's likely ...

2 We'd like to assure you that ...

3 Decisions will definitely have been made by March ...

4 Over the next few weeks, we'll be hosting departmental meetings.

5 Starting from next month, we'll be putting regular updates on our Intranet.

6 We're proposing a Friday afternoon ideas forum.

7 You may be wondering if this will work.

8 It's crucial to get the employees on our side ...

9 This last point is probably going to be difficult to administer at the beginning.

10 We're calling on you to be positive — pass this information on ...

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