

LEAP INTO ENGLISH

ENGLISH 4 BUSINESS

Meetings at work.

Find six verbs often used with **meetings** to make useful phrases. Look from left to right as well as up and down words. Write the verbs you find into the spaces below.

D	E	⁴ P	K	Y	E	S	F	B	A
C	¹ H	O	L	D	X	X	N	W	T
F	C	S	J	W	N	C	W	D	C
K	D	T	G	Q	E	E	K	A	C
U	R	P	N	A	⁵ C	H	⁶ A	I	R
A	I	O	X	G	E	B	T	C	N
³ C	A	N	C	E	L	M	T	N	H
Q	K	E	S	N	Y	K	E	H	W
L	R	S	V	G	D	L	N	T	R
² A	R	R	A	N	G	E	D	D	F

1 to hold
2 to _____
3 to _____
4 to _____
5 to _____
6 to _____

} a meeting

Match the verbs (1-6) with the phrases (a-f)

a to hold a meeting at a later time or date than originally planned
b 1 to have a meeting
c to organize a meeting
d to lead a meeting
e to decide not to hold a meeting and to tell people this
f to go to a meeting



Complete the sentences with the verbs from the previous activity. There's an extra verb.

- 1 If Peter can't get here by five, couldn't we just _____ our meeting and have it early next week instead?
- 2 Could you _____ a team meeting for next Wednesday at 4 p.m.? Ask Neil Cross if he can attend and book one of the large meeting rooms.
- 3 We've decided to _____ the meeting. Instead, could you just email me your comments?
- 4 I have to _____ a lot of meetings and spend a lot of time talking about work. Unfortunately, I often don't have enough time to actually get on with my work.
- 5 It's important that the team knows about these changes. Let's _____ a meeting and give everyone the details.