

MEETINGS

1. Choose the correct word/phrase and type in into the proper place in the text.

action agenda attend chairperson circulates minutes

Amanda,

I've got to 1) _____ an important meeting of the Advisory Board tomorrow. Could you:

- find out who is going to be the 2) _____;
- get hold of the 3) _____ for me so that I can prepare, and make sure it 4) _____ to the other member of the board;
- check that the 5) _____ of the last meeting are typed up;
- come in for 20 mins after lunch so that we can check that all the 6) _____ points have been followed up.

Thanks,
Sarah

2. Complete the sentences with the correct form of the verb *make* or *do*

1. When you go on a job interview, it's important to _____ a good impression.
2. I think we're all getting tired. Can I _____ a suggestion? Let's take a break.
3. A lot of research has been _____ into the causes of cancer.
4. I think the CEO is basically _____ his best. He's reliable, he's honest, and he gets results.
5. I'd like to _____ it clear right now that I am totally opposed to this idea.
6. We can't _____ progress in this business unless we raise prices.
7. Could you _____ me a favour and lend some money till tomorrow?