chat criticize discuss exchange find make waste

Meetings are:

a an ideal opportunity to _____ points of view.
b the best place to _____ key decisions.
c a safe environment in which to _____ important issues.
d a rare chance to _____ with people from other departments.
e the only way to _____ out what's really going on.
f an open invitation to _____ each other.
g the perfect excuse to _____ an entire morning!

Which is closest to the kinds of meetings you have?

Vocabulary

Meetings

1 Complete the collocations by writing the nouns and noun phrases in the right-hand boxes. They are all things you might do before, during or after a meeting.

a decision a point agreement an action plan
an opinion comments details ideas the agenda

set stick to	(a)	reach be in	(e)
brainstorm exchange	(b)	make invite	(f)
hold express	(c)	draw up implement	(g)
raise clarify	(d)	go into sort out	(h)
		come to reconsider	(i)

Comments and opinions

2 In meetings, certain expressions help you to introduce your comments and indicate your opinions more clearly. Look at the following five extracts from meetings. Replace the phrases in **bold** with ones in the box which have a similar meaning.

As a matter of fact Clearly Essentially Frankly
If you ask me In short In theory Incidentally
Luckily On the other hand Overall Strangely enough

1 A **Personally**, / (a) _____, I think this whole project has been a waste of time.
B **To be honest**, / (b) _____, I tend to agree with you.
A **However**, / (c) _____, we've put too much money into it to cancel it now.

2 A **By the way**, / (d) _____, did you get in touch with our agent in Warsaw?
B **Actually**, / (e) _____, she phoned me. I'll talk to you about it later.

3 A **Obviously**, / (f) _____, we don't want to have a strike on our hands.
B **Fortunately**, / (g) _____, we may not have to. I spoke to the union rep this morning.

4 A **In general**, / (h) _____, did people like the idea of open-plan offices?
B **Funnily enough**, / (i) _____, they didn't. We may have to rethink our proposal.

5 A **To sum up**, / (j) _____, by year-end we should be nearing the break-even point.
B **Basically**, / (k) _____, then, we're going to make a net loss?
A **Technically**, / (l) _____, yes. But that's because we're channelling so much money back into the business.

LIVEWORKSHEETS