

Functional language

Changing the subject and staying on track

1 Choose the correct option in *italics* to complete the extract from a meeting.

- A:** OK. Can we ¹*come / move* to item two on the agenda, updating our website?
- B:** Is this a ²*well / good* moment to start talking about the prices for next year?
- A:** We'll get to the prices in a ³*moment / time*. Can we first discuss the website and how we need to change it to get more international business? Sally? Can you give us your initial ideas?
- C:** OK. Well the main reason for the new look is to make it a more interactive website.
- B:** That ⁴*reminds / remembers* me. I spent a couple of hours on some of our competitors' websites yesterday. They are very good.
- C:** I know. It's good to look at the competition. There will be ⁵*much / plenty* of time for that later. However, first we need to look at ours. I think we need to make serious changes to it. It's slow, has very little video and is in only one language.
- A:** What languages do you think we need, Sally?
- C:** I'll ⁶*go / come* to that later. Let's look at what we want from our website.
- A:** Before I ⁷*forget / move*, marketing are joining us at 12.30 so we've got thirty minutes to finalise our ideas.
- B:** By the way ... is there a chance to discuss functionality at some stage?
- C:** There is, but I really think we ⁸*should / might* get to that when we know what we want from the site.
- B:** OK, no problem. But we need to discuss it at some point.
- C:** We will and I'm aware that it's a problem. OK ... where was I?

Reaching agreement

2 Complete the extract from a meeting using the words and phrases in the box.

afraid I disagree don't agree with Good idea How about if not a bad idea
not sure I agree right should Why don't we

- C:** So, these are some of my initial thoughts. We definitely need to invest in a smart, new website.
- B:** I'm ¹_____ with you on that. I think we should improve our current one.
- A:** I'm ²_____. Making changes would be a long and expensive business. We want something completely up-to-date with the best technology, don't you agree, Sally?
- C:** Yes, I think you're ³_____. With a new website, it should be easy to make our own changes in future. That will save us a lot of money.
- A:** Who is going to do it? I think we ⁴_____ use the people we used last time.
- C:** Sorry, I ⁵_____ you. I think they are expensive and old-fashioned. I have found a couple of young graduates who have done some brilliant work.
- A:** I'm not sure. That could be risky. ⁶_____ ask three companies to make proposals?
- B:** ⁷_____! Let's ask those two graduates and another company. Maybe one with international experience?
- C:** Actually, that's ⁸_____. What is our budget?
- B:** ⁹_____ we write the specification and then see what offers we get?
- C:** I agree. Shall I work on that with Laura?
- A:** That's a good idea. Can you send me a draft next week?
- C:** No problem.