

Chair: 'Welcome to the latest meeting for the Samuel Project. I
1. _____ that you're all busy and 2. _____.
My name is David Mitchell and I will be 3. _____ for today's
meeting. Steve Crowther will be 4. _____.
You'll find a copy of the meeting 5. _____ in front of you on
the table. As you can see, there are 7 6. _____ which we are
going to discuss today. I 7. _____ the agenda this morning,
so it should be fine. But if you have 8. _____ which you
would like to talk about, please do it in
the 9. _____ part of the meeting at the end.
There are two 10. _____ from today's meeting, Peter Jackson
can't attend today 11. _____
a 12. _____. He
13. _____. Also Sarah Campbell can't make it, she's on
holiday. So, John Hopkins is 14. _____ for Sarah today.
Does anybody have any questions?'

Attendee: 'Yes, I do. How long will the meeting last?'

Chair: 'About two hours. Any more question? No? Well, I think that's all, so let's
start.'