

Unit 2: Functional Language – Starting a meeting

3 Complete the questions and sentences with the words in the box.

aim everyone go back like look moving reason see volunteer want

- 1 The reason I _____ to have this meeting is to agree on a sales target.
- 2 Let's _____ at the last item on the agenda.
- 3 I'd _____ to start at 9.30, please, so we can finish before lunch.
- 4 The main _____ today is to find a solution to the packaging problem.
- 5 Does _____ have a copy of the minutes from the last meeting?
- 6 Nice to _____ everyone.
- 7 One _____ for the meeting is to discuss the new marketing campaign.
- 8 Could I have a _____ to do some research on warehouses for rent?
- 9 So, _____ on to item 6: let's talk about the sales figures for the year.
- 10 Can we just _____ to item 4 on the agenda, please?