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?

LIVEWORKSHEETS