

**3** Complete the introduction to a meeting with the infinitive or *-ing* form of the verbs from the list.

*spend arrive interview keep make talk  
offer sum up*

Hello, everyone, and thank you all for <sup>1</sup> \_\_\_\_\_ on time today. I realize you're all busy, so I hope <sup>2</sup> \_\_\_\_\_ this meeting brief. As you know, we have been looking at ways of <sup>3</sup> \_\_\_\_\_ employees the opportunity to work more flexible hours, and I think we have finally come up with a solution <sup>4</sup> \_\_\_\_\_ sure everyone can achieve a better work–life balance. The process has involved <sup>5</sup> \_\_\_\_\_ a large number of different people in every department and I have to say that I've really enjoyed <sup>6</sup> \_\_\_\_\_ time talking to many of you. Anyway, I'd like <sup>7</sup> \_\_\_\_\_ by presenting the overall feedback and then I plan <sup>8</sup> \_\_\_\_\_ about the main points of our proposal.