



Business Communication unit 10

2 Complete the spoken extracts from a meeting using the minutes and expressions from the list.

*I like the idea of ..., but I'm not very happy about ...
That's a valid point, but ... My understanding is ...
Let's give this a chance to work.
I have some concerns/reservations about ...
Are there any guarantees that ...?
Can you assure us / give us an assurance that ...?
I understand where you're coming from.*

Reduction in departmental training budgets

SH has some reservations about the proposed changes. He agrees there's a need to be more cost-effective, and make departments more accountable. However, he's worried that the essential training needs of individuals and small teams will not be met due to increased competition for a limited budget.

CJ recognizes SH's concern, but it will now be the responsibility of individual departments to decide how the money is spent – not the HR Department. At the moment, departments have to spend a certain proportion on job-specific training, IT skills and language training, but in future, they will be free to choose their own priorities.

SH: This is something I wanted to bring up.

CJ: Well, of course, _____
