

meeting

1 Verb + meeting

Use the correct form of these verbs:

attend break up chair
drag on hold postpone

1. The meeting tonight will be in the school hall. I thought it was going to be in the community centre.
2. Who is going to the meeting? Until we have an election for the committee, we need a volunteer.
3. I was told that the meeting would close at 10pm, but it didn't until after midnight.
4. I couldn't the meeting due to my busy schedule, so I sent my apologies.
5. Something urgent has come up. Could we our meeting till tomorrow or will we just have to cancel it?
> Don't worry. I'll get my secretary to rearrange the meeting for next week.
6. I was so bored at yesterday's meeting. I fell asleep on more than one occasion. The meeting seemed to and on for hours.

2 Common adjective collocations

Complete the sentences below with the following:

chance first well-run public
emergency private staff important

1. There will be a meeting at the town hall tomorrow to discuss the controversial plans to build a supermarket on the school playing fields.
2. A meeting with a publisher on a train led to my career as a writer.
3. The Prime Minister called an meeting of the Cabinet to discuss the crisis in Iraq.
4. The two Presidents had a meeting at the airport before they made a statement to the waiting press about the crisis.
5. Missing my flight cost me dear! It meant I missed an extremely finance meeting.
6. The headmaster announced his retirement at the last meeting of the academic year.
7. I liked Jean right from our very meeting.
8. Thanks to our excellent chairman, our meetings are very

3 Organising meetings

Choose the correct verb in the following and use it in its correct form:

1. Could you telephone me to a meeting? (arrange / re-order)
2. We need to talk to them about this. I'll a meeting for next week. (mend / fix)
3. I've a meeting with the director for Friday afternoon. Let me know if you can make it. (pencil in / pencil)
4. I'll try to a meeting with the lawyer for Friday to get these documents signed. (set down / set up)
5. A few unexpected problems have arisen, so they've an urgent meeting for this evening. (call / ring)

4 During a meeting

Complete the expressions in colour using the correct form of these verbs:

adjourn appoint call
excuse start leave

At 2pm the chairman the meeting to order. As several of us hadn't met before, we the meeting by introducing ourselves. Then John Wilson was to take the minutes of the meeting. We then started to work our way through the agenda for the meeting. At 5.30, Angela Thomas herself from the meeting and several others said that they had to the meeting by six o'clock. As a result, the chairman decided to the meeting until 10 the next morning.

Notes

1. A meeting place is a building or place where people meet regularly:
The café at the corner of Bread Street is a popular meeting place for young people.
2. Meeting also means a game or competition:
This will be the fifth meeting this season between the two clubs.
3. A 'meeting of minds' is when people have the same opinions or ideas:
At the peace conference there was a real meeting of minds between the two leaders – at last!