

4 Match the two parts to make small talk questions.

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|-----------------|--|
| 1 Which hotel | a did you fly into? |
| 2 How long | b are you staying at? |
| 3 Which airport | c my colleague, Yvonne Jamieson? |
| 4 Did you | d the first time you've come here for a meeting? |
| 5 Is this | e a colleague of Jim Robertson's? |
| 6 Are you | f come here by plane? |
| 7 Do you know | g have you worked for your company? |

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Now match these answers to the questions.

- A Not really. He works in marketing and I'm in customer service.
 B No, we came by car.
 C Almost fourteen years.
 D London Stansted.
 E No, I don't think we've met.
 F No, it isn't. I was here in June for the kick-off meeting.
 G The Carlton International, off Shaftesbury Avenue.



6 Listen to a chairperson talking at the beginning of a meeting and say whether the sentences below are true ☒ or false ☒. Correct the false sentences.

- Nigel is the last person to arrive at the meeting.
- Tim McCarthy is from the marketing department.
- Sally Jones will come to the meeting late.
- The aim of the meeting is to discuss strategies for increasing sales.
- John Lawson will present an overview of what the competitors are doing.
- Alison King will present the new sales strategy.

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Now listen again and complete the sentences.

- a It's _____ to see _____.
- b Before we _____, can I _____ Tim McCarthy to you all.
- c Sally Jones has _____ her _____.
- d Pierre Kaufmann can't _____ either.
- e As I said in the _____ I emailed last week, we'll be _____ our strategies for increasing sales.
- f Let's get down to _____.

7 Put sentences (a–f) from exercise 6 under the correct heading in the table.

Welcoming participants	Introducing someone	Reporting apologies	Stating the aims	Starting the meeting
a,			1,	

Now add these sentences to the table.

- 1 We're meeting today to talk about the sales conference next month.
- 2 I have apologies from Cathy Roberts and Stuart Johnson.
- 3 I'm glad you could all make it today.
- 4 This is Edward Lincoln, one of our management consultants.
- 5 It's great to see everybody.
- 6 Does everybody know Mario Maleta?
- 7 Our objective today is to look at the new advertising campaign.
- 8 Can we get started?
- 9 Unfortunately, June Wright wasn't able to make it today.
- 10 So, let's begin.