

MEETINGS

1. Complete the sentences with the correct word.

action agenda attend chairperson send minutes

Amanda,

I've got to 1) _____ an important meeting of the Advisory Board tomorrow. Could you:

- find out who is going to be the 2) _____;
- get hold of the 3) _____ for me so that I can prepare, and make sure you 4) _____ it to the other member of the board;
- check that the 5) _____ of the last meeting are typed up;
- come in for 20 mins after lunch so that we can check that all the 6) _____ points have been followed up.

Thanks,

Sarah

2. Fill in the table with the words below to create collocations with *make* and *do*.

(Write the number in the correct box).

1 your best	5 a noise	9 a profit	13 damage	17 an appointment
2 business	6 an attempt	10 an effort	14 a phone call	18 the dishes
3 a progress	7 sb a favour	11 a good job	15 a difference	19 a good
4 a decision	8 research	12 sth clear	16 a suggestion	impression

MAKE	DO

3. Complete the sentences with the correct collocation from the previous exercise.

1. When you go to a job interview, it's important to _____.
2. I think we're all getting tired. Can I _____? Let's take a break.
3. A lot of _____ has been _____ into the causes of cancer.
4. I think the CEO is basically _____. He's reliable, he's honest, and he gets results.
5. I'd like to _____ it _____ right now that I am totally opposed to this idea.
6. We can't _____ in this business unless we raise prices.
7. I don't mind if we go now or later. It _____ no _____ to me.
8. Could you _____ me _____ and lend me some money till tomorrow?