

Vocabulary

A. Match (1-5) with (A-E) to make phrases.

1	audible	A	assistant
2	everyday	B	noises
3	strong	C	agenda
4	business	D	language
5	personal	E	meetings

B. Complete the following sentences with a suitable phrase from Activity A.

- 1 The speaker should use so that everybody can understand.
- 2 Participants should have a so that they can stay on track.
- 3 are held for a variety of reasons.
- 4 Most managers have to plan their diaries.
- 5 Avoid making such as tapping a pen.

C. Complete the sentences with the following words.

*set of rules explanation attire unannounced taking notes
videoconferencing apologies objection introductions texting*

- 1 Don't state your until the other person finishes speaking.
- 2 If you can't attend the meeting, don't forget to send your
- 3 If people don't know the jargon, they may ask for
- 4 There should be for the meetings.
- 5 It's really rude to be messages during a meeting.
- 6 If everyone doesn't know one another, you need to make
- 7 helps you pay attention and stay focused in meeting.
- 8 helps the people not to travel too far.
- 9 Don't bring guests to the meeting.
- 10 The should be indicated before the meeting.

Grammar

D. Circle the correct answer.

- 1 Don't interrupt until the other person ***finishes / finished*** speaking.
- 2 All the participants should behave ***correctly / correct*** in running meetings.
- 3 All the items should ***be given / give*** an appropriate amount of time.
- 4 Participants should come to the meeting well ***prepared / preparation***.
- 5 Treat others as you would like to be ***treat / treated***.

E. Use "Don't" where necessary to complete the sentences about meetings.

- 1 sit down when being introduced.
- 2 wear casual clothes.
- 3 keep quiet if you don't understand something.
- 4 be on time! At least ten minutes early.
- 5 Always dress business professional.