

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.

- The speaker should use so that everybody can understand.
- Participants should have a so that they can stay on track.
- are held for a variety of reasons.
- Most managers have to plan their diaries.
- 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*

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

Grammar

D. Circle the correct answer.

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

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

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