



Listen to a meeting in which colleagues make a decision to practice and improve your listening skills.



I. Before listening

Match the definitions (a-f) with the vocabulary (1-6).

Vocabulary	Definition
1. agile	A. a plan for when things will happen and how long they will take
2. a timeline	B. one of the stages of a process
3. additional	C. able to move quickly and easily
4. a phase	D. most of the people in a group
5. to adapt	E. something that is extra or more than planned
6. the majority	F. to change something to make it better or more successful



Task 1: Circle the best option to complete the sentence.



1. The objective of the meeting is to ...

- A. decide on the role of each team member.
- B. agree when each phase of the project will happen.
- C. improve team communication.

2. Emiko wants ...

- A. to be told what to do.
- B. everyone to make a decision together.
- C. to check the decision with the head office.

3. David ...

- A. prefers a structured approach.
- B. is happy to take a flexible and agile approach.
- C. agrees with the decision they make in the end.

4. Carolina doesn't say much at first because ...

- A. she doesn't have a specific opinion on the topic.
- B. she is worrying about something else.
- C. she is considering people's suggestions.

5. The decision they take is based on ...

- A. a vote.
- B. a recommendation from Jani's boss.
- C. a majority decision to follow the team leader.

6. David suggests they should ...

- A. allow some extra time later in the project.
- B. get help from another team.
- C. use an online project management tool.

