

LANGUAGE FOR BUSINESS MEETINGS

Task 1. Classify the expressions below by function. Add one of the expressions below to each category a-g.

Any other business? **What's your view / opinion?** **All those in favour? All those against?**
The objective / aim of this meeting is to... **Without further ado, let's open it up for discussion.**
Would you mind... (+ - ing) ? **Before we close, let me summarise / recap the main points.**
I'm afraid we're running out of time. Are you ready to make a decision?

Which of the expressions above can be used:

<p>a) to open the meeting / discussion?</p> <ul style="list-style-type: none"> • Has everyone got a copy of the agenda? • 	<p>b) to state the purpose of the meeting?</p> <ul style="list-style-type: none"> •
<p>c) to allocate roles?</p> <ul style="list-style-type: none"> • ... (name)...will lead point 1 of the agenda, and ...(name) - point 2. • ... (name)... has kindly agreed to give us a report on this matter • 	<p>d) to ask participants to contribute?</p> <ul style="list-style-type: none"> • ... (name)... over to you. •
<p>d) to signal moving on?</p> <ul style="list-style-type: none"> • Let's move on to the next item / issue. • 	<p>e) to focus the meeting on target (time, decision)?</p> <ul style="list-style-type: none"> •
<p>f) to vote?</p> <ul style="list-style-type: none"> • Let's put it to a vote. We are recommending that... • 	<p>g) to summarise?</p> <ul style="list-style-type: none"> • The majority is in favour of / against (the proposal) •

Task 2. Complete the expressions for participating in meetings with the words from the list below.

view / favour / against / convinced / mean / concerned / with / to / clear / would / concur

Expressing your opinion:

If you ask me.... In my _____ ... From my _____ of view,... As far as I'm _____ ...

Agreeing:

I agree _____ sb I agree _____ sth I _____ . I'm in _____ of this solution.

Disagreeing:

I'm sorry but I don't agree. I'm not _____ I'm afraid, I'm _____ this proposal.

Asking for clarification:

Sorry, I don't see what you _____ .
So are you saying that...?

Clarifying:

Perhaps I haven't made myself _____ . What I meant was...

Suggesting solutions:

I suggest / recommend sth How about doing sth? We could.... I think it _____ be a good idea to...
 doing sth
 that we do sth

e.g: I suggest / recommend a survey.
 conducting a survey.
 that we carry out a survey.

Not: I-suggest / recommend ~~to~~ conduct a survey.