The language of meetings

3 Complete the sentences below with an appropriate verb from the box.

propose	agree	come	recap
give	add	recommending	explain
moving away	moving on	see	tell
advise	schedule	proceed	comment
losing	review		

a 'If I can just _____, the main points so far have been the following: ...'
b 'Correct me if I'm wrong but are you _____ that we ...?'
c 'Could you _____ that in a little more detail please?'
d 'Perhaps I can ask you all to _____ me your thoughts on that.'
e 'Can I just _____ something to the point that's just been made?'
f 'I'm afraid that we appear to be _____ from the main issues.'
g 'I don't really _____ with that last point.'
h 'Before we go on to the next point, I think we should _____ the main ideas that have come up so far.'
i 'I _____ that we adjourn the meeting for today.'
j 'I think we've said enough on that point. _____ to the next item on the agenda ...'
k 'I'm afraid that is not the way I _____ it at all.'
l 'Can you _____ us exactly what that would involve?'
m 'Well, if no one has anything else to add then I think we can _____ directly to ...'
n 'Would anyone else like to _____ on that?'
o 'I think we're _____ track of the main problem here.'
p 'If I could just _____ in here for one minute.'
q 'In other words you'd _____ us to accept the offer.'
r 'Why don't we _____ the next meeting for two weeks' time?'

4 Now write in the letters of the two sentences from Exercise 3 that are used to do each of the following things.

1 change to a new subject of discussion ☐
2 show a difference of opinion ☐
3 ask for further information ☐
4 summarise what has been said ☐
5 focus the attention of the meeting ☐
6 paraphrase what someone has said ☐
7 get people to contribute ☐
8 interrupt a speaker ☐
9 make a suggestion ☐

Source : New Insights into Business workbook Longmann

LIVEWORKSHEETS