

WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

adhered to	concluded	lengthy	priority
agenda	go ahead	matters	progress
brought up	goals	periodically	waste

Committee meetings are a frequent and necessary event at almost every company. In order for meetings to be productive and not viewed as a (1) _____ of time, they should be run efficiently. Critical to the success of any meeting is the (2) _____. Everyone who attends the meeting should be aware of the agenda and be prepared to discuss the (3) _____ at hand and the (4) _____ to be accomplished. To avoid (5) _____ discussions, time frames should be set and (6) _____.

The meeting is called to order by the chairperson. Attendance is taken and agenda items are (7) _____ one by one. In general, (8) _____ topics should be at the beginning of the agenda, to make sure that the attendees are able to discuss them fully and make timely decisions. Once the (9) _____ is given for a plan or project, a plan of action is developed. The committee must then (10) _____ check up on the (11) _____ of that plan. The meeting is (12) _____ without any outstanding issues and a date for the next meeting is set.