

Business Meeting- Vocabulary

Put the following phrases into categories A—D.

- A = Explaining planned future events or activities**
- B = Making predictions about a future situation**
- C = Referring to audience knowledge and concerns**
- D = Making a call for action**

- 1 As you all know, it's likely ...
- 2 We'd like to assure you that ...
- 3 Decisions will definitely have been made by March ...
- 4 Over the next few weeks, we'll be hosting departmental meetings.
- 5 Starting from next month, we'll be putting regular updates on our Intranet.
- 6 We're proposing a Friday afternoon ideas forum.
- 7 You may be wondering if this will work.
- 8 It's crucial to get the employees on our side ...
- 9 This last point is probably going to be difficult to administer at the beginning.
- 10 We're calling on you to be positive — pass this information on ...