

1. Look at this introduction to a meeting. What does the chairwoman mean by the phrases in bold?

1. Right ... I think we should start now. Robert, Alice ... could you ...? Robert ...? Thanks.
2. OK, so, is everybody here? Who are we waiting for? Hmmm ... well, I think we'll have to **make a start without them**. We've got a lot to **get through** this afternoon.
3. Right, well, as you know, the purpose of today's meeting is to **see where we are** with the marketing plan, and to **work out what we still need to do** before the launch, which is now just six weeks away.
4. By the end of the meeting, we need to have a list of firm action points for the next month. Hopefully we'll then need only one more meeting next month to **tie up any remaining loose ends**.
5. Did everyone get a copy of the agenda I **sent round**? OK, good.
6. As I say, we've got a lot to get through, so please let's **stick to the agenda**. I've **set aside** two hours for this meeting, and we really can't afford to **run over**. Ideally, we can **cover everything** in an hour and a half. Does that sound reasonable?
7. Ah, Helena, come and take a seat. We started without you.
8. So perhaps we can **get the ball rolling** by **going through the list of action points** from the last meeting.
9. Borys, you were going to **look into** the costs of the various options that **came up** last time. Could you tell us what you **found out**?

2. Now match the nine steps in the meeting introduction (1–9) to the descriptions (a–i). Can you think of other phrases for the nine steps?

- a. Stating the desired outcome.
- b. Introducing the first point on the agenda.
- c. Getting people's attention, interrupting small talk
- d. Handing over to the first speaker.
- e. Dealing with non-attendees.
- f. Dealing with a late arrival.
- g. Explaining time limits and procedures.
- h. Stating the purpose
- i. Checking people have seen the agenda.