

## MEETINGS

### 1. Complete the definitions with the correct PRESENT SIMPLE form of the verbs in brackets.

A) \_\_\_\_\_

This is the person who <sup>1</sup>\_\_\_\_\_ (CONTROL) a meeting so that it <sup>2</sup>\_\_\_\_\_ (RUN) smoothly. The people in this position <sup>3</sup>\_\_\_\_\_ (aim) at keeping the meeting focused.

B) \_\_\_\_\_

This <sup>4</sup>\_\_\_\_\_ (BE) the list of points that participants <sup>5</sup>\_\_\_\_\_ (TALK) about at a meeting. It is useful so that a participant <sup>6</sup>\_\_\_\_\_ (PREPARE) for the meeting before it <sup>7</sup>\_\_\_\_\_ (START).

C) \_\_\_\_\_

These <sup>8</sup>\_\_\_\_\_ (BE) the records of what people <sup>9</sup>\_\_\_\_\_ (SAY) and <sup>10</sup>\_\_\_\_\_ (DECIDE) at a meeting. When a person <sup>11</sup>\_\_\_\_\_ (READ) them, he or she <sup>12</sup>\_\_\_\_\_ (REMEMBER) what was discussed.

D) \_\_\_\_\_

When participants <sup>13</sup>\_\_\_\_\_ (NOT BE) in the same place, they <sup>14</sup>\_\_\_\_\_ (NOT NEED) to travel. They <sup>15</sup>\_\_\_\_\_ (USE) telephones instead. For example, my colleague Rebecca <sup>16</sup>\_\_\_\_\_ (SAVE) a lot of time and money because she <sup>17</sup>\_\_\_\_\_ (NOT HAVE) to move and she <sup>18</sup>\_\_\_\_\_ (COMMUNICATE) from her house.

E) \_\_\_\_\_

When Rebecca <sup>19</sup>\_\_\_\_\_ (HAVE) to make a presentation, she <sup>20</sup>\_\_\_\_\_ (CHOOSE) this type of communication with video. She <sup>21</sup>\_\_\_\_\_ (SWITCH) on her computer, <sup>22</sup>\_\_\_\_\_ (SHARE) a PowerPoint presentation and even <sup>23</sup>\_\_\_\_\_ (PLAY) some videos. She <sup>24</sup>\_\_\_\_\_ (NOT TURN) on her camera during the videos, but she <sup>25</sup>\_\_\_\_\_ (DO) so when she <sup>26</sup>\_\_\_\_\_ (OFFER) important data.

### 2. Write the following words in the correct place (A to E).

VIDEOCONFERENCE - MINUTES - AGENDA - TELECONFERENCE - CHAIRPERSON