Meeting

Martin: Welcome everyone to today's meeting. I hope that you can all see and hear me. As most of you know, my name is Martin Lee. And here with me is Samantha Johnson, our new intern.

Paula: Hi Martin and Samantha. Thanks for setting up this meeting. This is Paula Vasquez, here in Barcelona.



Lukas: And I'm Lukas Schmidt. I work in the Berlin office, but I'm calling in today from Tokyo. Nice to meet you all!

Martin: Thanks, everyone, for making time for today's meeting. So, let's *get down to business*. I know you all have a *lot on your plate* these days, so I've only scheduled 30 minutes for this meeting. I assume you've all received today's agenda?

Lukas: Um, sorry, but I haven't.

Martin: That's fine, Lukas. Basically, I want to discuss our expansion plans into Morocco. Let me quickly *get everyone up to speed*: Our competitors seem *to have money to burn* and are planning to expand there as well, so I want to be sure we *beat them to the punch*. By the way, Samantha, would you mind taking minutes for today's meeting?

Samantha: I'd be happy to. I'll share the minutes with the team afterwards.

Martin: Great. Thank you, Samantha. The first item on the agenda concerns the timing of our planned expansion. I know you've all been *working around the clock* to make this happen. Does a spring launch still seem possible?

Paula: I don't think spring is going *to fly for us* here in Spain. I think we'll need until the summer to get everything *up and running*…

1. Match the definitions with the idioms.

1) **Beat (someone) to the punch**
2) **Get down to business**
3) **Get (someone) up to speed**
4) **Have a lot on one's plate**
5) **Have money to burn**
6) **Not going to fly**
7) **Up and running**
8) **Work around the clock**

to start working
to have many things to do
to achieve something before someone else does
operating normally
to have more money than one needs
to start working
to work all day and all night (to get the job done)
not going to work well

LIVEWORKSHEETS

2. Answer the following questions.

No.	Questions	Answers	Which words indicate the possible answer?
1.	After the introductions, who suggests that they start working?	*Martin*	*…let's get down to business.*
2.	Does Martin think that Paula and Lukas have little to do these days?		
3.	Does Martin quickly get Paula and Lukas all the information they need?		
4.	Do their competitors probably have more or less money than they need?		
5.	Does Martin want to achieve something before or after their competitors do?		
6.	Have Paula and Lukas been working day and night to make the launch happen?		
7.	Does Paula think that a spring launch is going to work for her?		
8.	How much time does Paula need for the launch to start operating normally?		

3. Match the two parts to make questions. 3.1. Then answer the questions.

1 At the moment, do you have a lot on_____?

2 When was the last time you had to work around _____?

3 What would you buy if you had some money _____?

4 If you missed several days of class, who would you ask to get you up _____?

5 In meetings, what often happens before everyone gets down _____?

6 Have you ever planned to do or say something, but then someone else beat you to_____?

7 If your computer broke while you were working from home, who would you call to get it up_____?

8 What is something that people used to do at work, but which doesn't _____?

a to business

b your plate

c the punch

d the clock

e fly these days

f to speed

g to burn

h and running

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4. Complete the text with idioms. Remember to think about tenses.

Conference call meeting minutes

Present: Martin, Paula (Barcelona), Lukas (Berlin), Samantha

Objective: to discuss expansion plans into Morocco

Time: 30 mins

Martin (1)_____ right away due to short time available for meeting, and the fact everyone (2)_____

Lukas did not have copy of agenda for some reason (check?)

Martin quickly (3)_____ RE Morocco exp. plans, feels the competitors (4)_____ – could easily (5)_____ us to the punch

Timing an issue for some, though they've all been working (6)_____

Paula says spring's (7)_____ for the launch – needs till summer to get things (8)_____.

No follow-up meeting scheduled at this time.

5. Answer the following questions.

1) Have you ever had to beat someone to the punch?
2) Has someone told you to get down to business at any time in your life?
3) Have you ever had to get someone up to speed?
4) When do you have a lot on your plate at work?
5) Do you usually have some money to burn?
6) What is the one thing that is not going to fly for you?
7) Does your company usually is up and running?
8) Have you had to work around the clock at some point in your life? What did you do?

6. Write the idioms under the pictures. What do they mean? One idiom is not there.








LIVEWORKSHEETS