

Functional language

Changing the subject and staying on track

1 Choose the correct option in italics to complete the extract from a meeting.

A: OK. Can we ¹come / move to item two on the agenda, updating our website?

B: Is this a ²well / good moment to start talking about the prices for next year?

A: We'll get to the prices in a ³moment / time. Can we first discuss the website and how we need to change it to get more international business? Sally? Can you give us your initial ideas?

C: OK. Well the main reason for the new look is to make it a more interactive website.

B: That ⁴reminds / remembers me. I spent a couple of hours on some of our competitors' websites yesterday. They are very good.

C: I know. It's good to look at the competition. There will be ⁵much / plenty of time for that later. However, first we need to look at ours. I think we need to make serious changes to it. It's slow, has very little video and is in only one language.

A: What languages do you think we need, Sally?

C: I'll ⁶go / come to that later. Let's look at what we want from our website.

A: Before I ⁷forget / move, marketing are joining us at 12.30 so we've got thirty minutes to finalise our ideas.

B: By the way ... is there a chance to discuss functionality at some stage?

C: There is, but I really think we ⁸should / might get to that when we know what we want from the site.

B: OK, no problem. But we need to discuss it at some point.

C: We will and I'm aware that it's a problem. OK ... where was I?

Reaching agreement

2 Complete the extract from a meeting using the words and phrases in the box.

afraid I disagree don't agree with Good idea How about if not a bad idea
not sure I agree right should Why don't we

C: So, these are some of my initial thoughts. We definitely need to invest in a smart, new website.

B: I'm ¹_____ with you on that. I think we should improve our current one.

A: I'm ²_____. Making changes would be a long and expensive business. We want something completely up-to-date with the best technology, don't you agree, Sally?

C: Yes, I think you're ³_____. With a new website, it should be easy to make our own changes in future. That will save us a lot of money.

A: Who is going to do it? I think we ⁴_____ use the people we used last time.

C: Sorry, I ⁵_____ you. I think they are expensive and old-fashioned. I have found a couple of young graduates who have done some brilliant work.

A: I'm not sure. That could be risky. ⁶_____ ask three companies to make proposals?

B: ⁷_____! Let's ask those two graduates and another company. Maybe one with international experience?

C: Actually, that's ⁸_____. What is our budget?

B: ⁹_____ we write the specification and then see what offers we get?

C: I agree. Shall I work on that with Laura?

A: That's a good idea. Can you send me a draft next week?

C: No problem.