C Dictation Practice

Listen again, and fill in the blanks. Track 180

The next (1)_____ you have (2)____ plan and (3)_____ a meeting, (4)_____ should try (5)____ couple of (6)_____ things to (7)_____ the meeting (8)_____ more smoothly. (9)_____ are just (10)_____ ideas to (11)_____ you and (12)_____ other people (13)_____ get the (14)_____ out of (15)_____ meeting.

The (16)_____ thing I (17)_____ suggest is (18)____ really think (19)_____ the purpose (20)____ the meeting. (21)_____ can ask (22)_____ this question: "(23)____ we need (24)____ have this (25)_____ at all?" (26)_____ you just (27)_____ to share (28)_____ with people. (29)____ you need (30)____ do that (31)____ a meeting? (32)_____ you could (33)_____ the information (34)_____ emails or (35)_____ calls. The (36)_____ here is (37)_____ if you (38)_____ avoid calling (39)____ meeting, you (40)_____. Meetings take (41)_____ away from (42)_____ schedules. If you (43)_____ achieve the (44)_____ of the (45)_____ without really (46)_____ the meeting, (47)_____ it's better (48)____ do it without the meeting.

(49)____ second suggestion (50)____ to carefully (51)_____ who you (52)_____ invite to (53)_____ meeting. Only (54)_____ the people (55)_____ really need (56)____ be there. (57)____ someone on (58)_____ list isn't (59)_____ to give (60)_____ information, vote (61)_____ something, or (62)_____ a role (63)____ the meeting, (64)_____ don't invite (65)_____ or her. (66)_____, that person (67)_____ appreciate not (68)_____ required to (69)_____ to the (70)_____. You're respecting (71)_____ person's time (72)____ not inviting (73)_____ or her. (74)____ for any (75)_____ you have, (76)_____ call people (77)_____ really need (78)____ be there.

(79)_____ good thing (80)____ keep in (81)_____ is the (82)_____ and ending (83)_____ of the (84)_____. Do your (85)_____ to start (86)____ time and (87)_____ on time. (88)_____ goes back (89)____ that idea (90)____ respecting people's (91)_____. The more (92)_____ respect their (93)_____, the more (94)_____ will respect (95)_____ as a (96)_____.

LIVEWORKSHEETS