

3 Complete the introduction to a meeting with the infinitive or *-ing* form of the verbs from the list.

spend arrive interview keep make talk
offer sum up

Hello, everyone, and thank you all for ¹ _____ on time today. I realize you're all busy, so I hope ² _____ this meeting brief. As you know, we have been looking at ways of ³ _____ employees the opportunity to work more flexible hours, and I think we have finally come up with a solution ⁴ _____ sure everyone can achieve a better work-life balance. The process has involved ⁵ _____ a large number of different people in every department and I have to say that I've really enjoyed ⁶ _____ time talking to many of you. Anyway, I'd like ⁷ _____ by presenting the overall feedback and then I plan ⁸ _____ about the main points of our proposal.