1) Complete the conversation using the phrases from the word bank.

address – adjourn – closing remarks – opening remarks – wrap up – put the meeting back

Chairperson: Good morning, everyone. Before we begin with the agenda, I'd like to start with some (1) _____. Welcome to our weekly team meeting. We've made some great progress this month, and today's focus will be on finalizing our launch strategy.

Chairperson: First, we need to (2) _____ the issue raised by the client last week. It's a priority item and could affect our project timeline.

Ben: Actually, I think we should (3) _____ to 3 PM. Some participants are stuck in another call, and they're key to this discussion.

Chairperson: Good point. But since most of us are here, let's continue and keep it brief. Our main objectives today are to review the marketing plan, confirm design updates, and assign action items for next week.

Maria: Should we also discuss the deadline for the campaign materials now or leave it for the next meeting?

Chairperson: Let's cover that now. We've already received initial feedback from the branding team, and it's important to include their suggestions before Friday. If we move quickly, we can (4) _____ by 11:00.

Ben: I have a few quick points to add before we (5) _____—mainly updates from the client call yesterday.

Chairperson: Go ahead. After that, I'll give some (6) _____, and then we can all get back to our desks.

LIVEWORKSHEETS