UNIT 3: FORMAL MEETING

3.2 Language of Meeting

Match each phrase in **Column A** to its correct function in **Column B**.

COLUMN A – PHRASES		COLUMN B – FUNCTION
1. Let's begin the meeting.		A. Making a suggestion
2. What are your thoughts on this?		B. Opening the meeting
3. I suggest we conduct a survey first.		F. Closing the meeting
4. I'm afraid I don't agree with that.		E. Summarising the discussion
5. To sum up, we have agreed to...		C. Asking for opinions
6. Any other business?		D. Disagreeing politely



LIVEWORKSHEETS