



chair a meeting _____

1.- pausing a process (like hiring or a project)



postpone _____

2.- to cancel a meeting that was planned at a scheduled time.

Excuses For Being Late



arrange _____

3.- a plan for carrying out a process or procedure



hold _____

4.- Conduct a meeting from start to finish



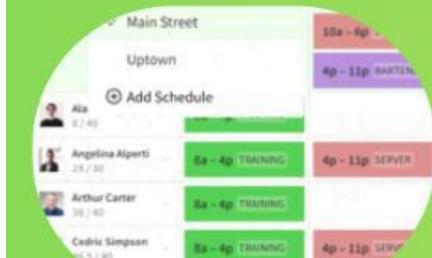
attend _____

5.- Something that has been changed to another time.



call off a meeting _____

6.- organize or make plans for (a future event)



schedule _____

7.- Go to your job and perform your job duties

8.- to fail to be present at a scheduled meeting