

1 Match 1–10 with a–j to make complete sentences that you can use in a meeting.

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|-----------------------------|-----------------------------|
| 1 We're here today <u>d</u> | a catch that. |
| 2 I'm not ____ | b time of the meeting? |
| 3 I didn't ____ | c with you. |
| 4 What was the ____ | d to discuss ... |
| 5 Could you be ____ | e to the next point? |
| 6 We're getting off ____ | f more specific? |
| 7 We've covered ____ | g what we've agreed? |
| 8 We can come back ____ | h the subject. |
| 9 Can we move on ____ | i everything. |
| 10 Can we sum up ____ | j to that later. |

2 Complete the conversation with the sentences from **1**.

Mike OK, can we start? ¹ We're here today to discuss
how to make our meetings more effective. John,
can you tell us about what you're doing in your
department?

John Well, we've introduced the concept of the five-
minute meeting. And it's working very well.

Pilar I'm sorry, ² _____. Did you
say a five-minute meeting?

John Yes, but it sometimes goes on for half an hour.

Hachirou Sorry, but ³ _____.
How can it be a five-minute meeting if it's half an
hour long?

John Well, the important thing is that it's short.

Mike ⁴ _____, John? How does
the meeting work exactly?

John We meet every day after lunch and you inform
everyone of where you are on your work and ...

Pilar Sorry, ⁵ _____?

John After lunch. Usually about two o'clock.

Sabine Why after lunch? Everyone's falling asleep

Sabine Why after lunch? Everyone's falling asleep then.

Mike I think ⁶ _____.

Let's just talk about the idea itself. The time of day isn't important. If we have time,

⁷ _____.

(15 minutes later)

Mike OK, I think ⁸ _____

on the subject of the five-minute meeting.

⁹ _____ on the agenda: how to inform staff of decisions made in meetings?

(20 minutes later)

Mike So, very quickly, ¹⁰ _____

today? Sabine and Pilar are going to