Business Meetings

1. Business meetings have their own specific vocabulary. Look through the words in the right-hand column and match them to their definitions.

1. minutes	a) a process which sometimes takes a long time in meetings.
2. chairperson	b) a brief introduction which is given at the beginning of a meeting.
3. memo	c) the process of collecting ideas usually at the start of a meeting when people suggest their own ideas.
4. voting	d) a room where important meetings are held in a company.
5. board room	e) an abbreviation for the topics which are discussed at the end of a meeting.
6. AOB	f) the person who leads the discussion in a meeting.
7. brainstorming	g) notes explaining what was discussed in a meeting.
8. decision making	h) a method of making decisions when people say 'yes' or 'no'.
9. overview	i) a note which informs or reminds the staff of something

2. Complete the short text below, using the new vocabulary.

voting, chairperson, brainstorming, board room, decision-making, overview, memo, agenda, minutes, AOB

The (1) …….. is an important part of any business meeting. Usually a (2)…….. is sent before the meeting. It informs the staff of the date, time and location of the meeting. Important meetings may be held in the (3) ……..

During the meeting the (4) ……leads the discussion, which often begins with an (5) ……..of the situation to be discussed or a short (6) …….. session, to collect ideas from the team.

The most difficult aspect of any meeting is the (7) …… process. Sometimes it may take a long time. Very often key decisions are made with help of (8) ……., when each person can say 'yes' or 'no' for the idea.

During the meeting, notes, called the (9) …….. are taken of the key points in order to keep a record of the issues which were discussed. Finally, some general topics are discussed and this part of a meeting is called (10) ……

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3. For beginnings 1-8 choose the correct ending A-H.

1. Let's go over the main .	a) in the summary documents in front of you.
2. Currently we study the opportunity	b) very effective so far.
3. If no one has anything to say,	c) out of time.
4. The results of the research are outlined	d) that our advertising is not working well.
5. From this report it is clear	e) so that we can discuss them later.
6. All our efforts haven't been	f) points of the last meeting.
7. Unfortunately we are almost	g) of expanding our business abroad.
8. Could you submit your ideas on this issue	h) let's move on to today's agenda

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