



- ◊ Revise expressions used in meetings
- ◊ Listen and repeat some key expressions
- ◊ Role-play two meetings

Starting Off

Participating in a meeting

Use the words in the box to complete the sentences below.

agree explain follow opinion option perhaps sounds why

- 1 What's your _____ on this?
- 2 Sorry, but I can't _____ with that idea.
- 3 _____ we could try a new system?
- 4 Could you _____ in more detail, please?
- 5 I think it _____ like a good solution.
- 6 I'm not sure I _____ you.
- 7 In my opinion, it's the best _____.
- 8 _____ don't we come back to this later?



Listen and repeat

Write below the phrases you hear. Then try to say them with the same intonation and liaisons.

<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p>	<p>6 _____</p> <p>7 _____</p> <p>8 _____</p> <p>9 _____</p> <p>10 _____</p>
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Role-play 1

Your company is almost 50 years old. This should be a time to celebrate but business is not good. The firm recently issued a profit warning and this year's dividend will be cut. Hold a meeting and discuss the following:

- Should celebrating the 50th anniversary be cancelled?
- Should there be limited celebrations? If so, who should be invited?



Role-play 2

Your company would like to encourage all employees to work on community projects. Hold a meeting to discuss the following:

- How many days per year should employees be paid to work on projects?
- Who should decide which projects should be supported? The company, the employee or both?