



- ◊ Read the script of a meeting
- ◊ Note some expressions for participating
- ◊ Study some key expressions for meetings

Starting Off

- 1 A company is considering relocating their finance team to another building. Three managers are meeting to discuss the issue.
- 2 Read the script and notice the expressions for:
 - Agreeing / Disagreeing
 - Asking for an opinion / Giving an opinion
 - Making a suggestion
 - Asking for clarification
- 3 Study the key expressions for participating in a meeting.



Script - The underlined words are explained in the **Vocabulary** section.

Tom: So, we're thinking of moving the finance team to a new office about 15 minutes' walk from here. **What do you think?**

Ed: I think it sounds like a good solution. We can then expand the sales team.

Neil: Can you explain in more detail, please?

Ed: In my opinion, we need to recruit more sales people in order to develop our business. If the finance team are in another building, we will have more space here.

Tom: You're right! Neil - **What's your opinion on this?**

Neil: I'm afraid I don't agree. I think it will be difficult for us to work together if the finance team aren't here.

Ed: I agree that communication could be a problem. Perhaps we could try an instant messaging system like Slack?

Neil: I'm not sure I follow you.

Ed: Slack allows you to share information and messages. With a system like that, it doesn't matter if we're not in the same place. **In my opinion, it's the best option.**

Tom: **Why don't we ask** Jonathan to investigate the system further?

Vocabulary:

- **sounds like** - it seems as if
- **expand** - to increase in size, number or importance
- **to recruit** - to persuade someone to join a business
- **I'm not sure I follow you** - I'm not sure I understand you
- **to allow** - to permit
- **to investigate** - to try to get detailed facts and information about something

Key expressions: Participating in a meeting

Agreeing	Disagreeing
I agree with you.	I'm afraid I don't agree.
I like that idea.	Sorry, but I can't agree with that idea.
Asking for an opinion	Giving an opinion
What do you think?	I think it sounds like a good solution.
What's your opinion on this?	In my opinion, it's the best option.
Making a suggestion	Asking for clarification
Perhaps we could try a new system?	I'm not sure I follow you.
How about next Friday?	Could you repeat that, please?
Why don't we ask Jonathan?	Could you explain that again, please?