

# Homework

## Meetings Vocabulary

### A. Underline the correct word in each sentence.

1. We spent over an hour *voting* / *brainstorming* ways to resolve the issue.
2. The *board of directors* / *boardroom* meets annually to discuss changes to the regulations.
3. There are many things we need to *accomplish* / *vote* during today's meeting.
4. One of the main *minutes* / *objectives* of the meeting is to agree on how we can cut staffing costs.
5. The treasurer was *confidential* / *absent* from the meeting due to illness.

### B. Complete the sentences using words from the box.

punctual	adjourn	conference call	participants	confidential
guest speaker	deadline	agenda	overhead projector	minutes

1. The ..... for completion of the project is June 23<sup>rd</sup>.
2. The meeting starts at 8:00 a.m.; I expect you all to be .....
3. Once all the ..... have arrived, we can begin our meeting.
4. If there are no further issues to discuss, we shall now ..... the meeting.
5. Before commencing, the committee reviewed the ..... of the previous meeting.
6. Mr. Long showed us his diagrams on the .....
7. Any financial matters discussed during the meeting are strictly .....
8. Mr. Jones is on a ..... and has asked not to be disturbed.
9. Our ..... today is Greg James, head of Bevington Industries.
10. The secretary had forwarded the ..... to all those attending the meeting.

### C. Match the sentence halves, underlining the correct word.

1. We've got a busy day ahead, so let's ..... a. *adjourning* / *voting* for a new treasurer.
2. During our next meeting, we shall be ..... b. about *voting* / *implementing* the new policy.
3. We discussed the best way to go ..... c. *attend* / *commence* the meeting.
4. Once everyone is present, we will ..... d. *votes* / *ballots* and put them in the box.
5. We were told to fold our ..... e. *implement* / *wrap up* this meeting now.



More on this topic at: [eclub.com/mee](http://eclub.com/mee)

## Homework answers

# Meetings Vocabulary

### Exercise A

1. brainstorming
2. board of directors
3. accomplish
4. objectives
5. absent

### Exercise B

1. deadline
2. punctual
3. participants
4. adjourn
5. minutes
6. overhead projector
7. confidential
8. conference call
9. guest speaker
10. agenda

### Exercise C

1. e, wrap up
2. a, voting
3. b, implementing
4. c, commence
5. d, ballots