**BE11**

* **Discuss how would you deal with the following behaviour at meetings:**
* Someone who never speaks.
* Someone who dominates the meeting by talking too much.
* Someone who always arrives late.
* Someone who can’t stick to the point.
* Someone who constantly interrupts.
* Someone who often does not come to meeting and does not inform you in advance.
* **Can you complete the sentences using the verbs below? Use each verb only once:**
* arrange, give, cover, miss, happen, cause, leave, make, abandon
1. I’d like to …………..a meeting for next week.
2. Can you ……………….the meeting on Tuesday?
3. I hope that the changed time won’t ………………..you any problems.
4. I must hurry. I don’t want to ……………….the meeting.
5. Do you ………………….to know if Mr. Newton is going to be there?
6. I don’t like it all. We should ………………the idea.
7. Let’s ……………….discussion on this point until the next week.
8. Did Lucy …………………a reason why she couldn’t attend?
9. We have a lot of things to ………………..in this meeting.
* **Can yo choose the most appropriate word in italics to complete the sentences?:**
1. I’m phoning to *let/explain* you know what happened.
2. Who is going to *make/take* the minutes?
3. Could you *tell/say* us when you know the answer?
4. I’d like to *make/remind* a point.
5. We need to *take/set* a date for the meeting.
6. We *made/took* a good case for changing the system.
7. Are you *having/taking* second thoughts about the proposal?
8. All of our proposals were *disagreed/rejected*.
* **Can you complete the sentences with a preposition?:**
1. The meeting should be finished ……..5 p.m.
2. I booked the room ……….3 p.m.
3. I’ll see you ……….Thursday ……….10 o’clock.
4. I’d like to hear everyone’s thoughts …………the proposal.
5. It seems like a good idea ………me.
6. Can we move …………..the next item ………….the agenda?
7. Most of the participants were ………..favour of the suggestions.
8. One ……..twenty of the staff are unhappy with working conditions.
9. Could you look ………..the minutes and let me know if I’ve forgotten anything?
10. I hope I haven’t left anything ……….
* **Can you complete the sentences with a correct form of the verb in brackets?:**
1. Hi, John. ………………….(try) to arrange a meeting for next week.
2. I hope it ……………………(not cause) you any problems if we postpone the meeting.
3. I …………………..(order) some sandwiches for lunch.
4. I’m sorry I ………………..(miss) the last meeting.
5. I ……………………(see) you in the conference room at 5 p.m.
6. ………………………….(everyone, agree) with the proposals?
7. Hello, Peter. I ………………….(call) to let you know what happened in the meeting.
8. I don’t think that Elizabeth …………………(read) the report.
9. I …………………….(attach) the minutes from the last meeting.
10. I …………………….(have) second thoughts about your proposals.