### Exercice 54.1 :

1. Arranged/Fixed/Set up
2. Attend
3. Postpone/put back
4. Brought it forward
5. Ran/Chaired
6. Missed

### Exercice 54.2

1. Annual general meeting / AGM
2. Brainstorming
3. Department meeting
4. Meeting with suppliers
5. Chat
6. Meeting with a customer
7. Project meeting
8. EGM
9. Board meeting

### Exercice 54.3 :

1. (3)Of course, everyone wants meetings to be productive and achieve results. But from personal perspective, we know that a lot of them are a waste of
2. (6)time, and nothing is achieved. In order for discussion to be useful, people should not go off on digressions: they should stick to
3. (5)the point. And we’ve all seen those annoying people who keep on wandering off the
4. (1)point and rambling. And then there are those who want to show
5. (4)off: to show how important and clever they are. The chair should keep things
6. (2)moving. If they do this, it’s amazing how much ground you can cover.

### Exercice 55.1

1. Circulate the agenda way in advance
2. Venue
3. Make their point
4. Tactfully
5. Minute-taker
6. Timetable
7. Digress
8. On time

### Exercice 55.2

1. a
2. d
3. b
4. c
5. e
6. g
7. f

### Exercice 56.1

1. It’s about time we got started / OK got/get US/UK
2. Let’s begin, shall we.
3. OK
4. Let’s make a start.
5. Let’s get down to business.
6. I’ve called this meeting to…
7. OK
8. The main objective is to…
9. As you are aware…

### Exercice 56.2

1. John, would you like to kick off?
2. Key, would you like to open the discussion
3. What do you think about this, Olive ?

### Exercice 56.3

1. c
2. a
3. b
4. e
5. d

### Exercice 57.1

1. Courteous
2. Lose / temper
3. Disagree
4. Impolite
5. Anger
6. Point
7. (Down) Discuss / (Across) Differences of opinion
8. temper
9. Calm
10. rude
11. Argument
12. Prove / point

### Exercice 57.2 (pas fait en cours)

### Exercice 57.3 (pas fait en cours)

### Exercice 58.1

If I can just stop you for a moment

I understand what ur saying but

To go back to what I was just saying

Sorry to interrupt you but

Are you implying that…

### Exercice 58.2

1. 4
2. 6
3. 5
4. 1
5. 2
6. 3