

## Meetings

You **have** or **hold** a meeting.

*The company plans to hold its annual general meeting in May.*

### Before the meeting

You generally:

- **invite** people to **attend** the meeting, or **call/convene** the meeting
- **draw up** an **agenda**
- **circulate** the **agenda**

*The Prime Minister **convened** the first meeting of the UN Security Council.*

If too many people are not able to attend, you may need to **postpone** or **cancel/call off** the meeting.



*making a point*

### In a meeting you can:

address consider deal with debate discuss look at/into tackle	issues / matters / problems
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### At the meeting

At a formal meeting, you usually appoint somebody to:

- **chair** the **meeting**
- **keep/take** **minutes**

After the chair has **opened** the meeting, the first **points/items** on the **agenda** are often to:

- **approve/agree** the **minutes** of the previous meeting
- **agree on** the **agenda** for the current meeting

It may be necessary to:

- **add** an **item** to the **agenda**
- **remove** sth / **take** sth **off** / **leave** sth **off** the **agenda**



*debating at length*

If you don't spend much time on an issue, you **touch on** the issue. If you pay a lot of attention to an issue you:

consider deal with discuss look at	the issue <b>in depth/in detail</b>
debate discuss	the issue <b>at length</b>
have	an <b>in depth discussion</b> about/on the issue
have take	an <b>in depth look at</b> the issue

You usually **make decisions** at meetings. You can also:

reach	make	agree on	take	adopt
(an) agreement a compromise a conclusion a consensus a decision	a proposal a recommendation	a compromise further action	a decision a vote	a resolution
<i>After hours of negotiation, workers and management reached a compromise. The environmental commission made a proposal for a new park in the city. The shareholders took a vote on the proposed merger.</i>				



*reaching a consensus*

### giving your opinion

make	raise	give/state
a point a proposal a suggestion	an issue an objection a point	your opinion your view
<i>May I make a suggestion to the chairman of the board? The workers raised an objection to longer working hours. He invited the committee members to give their opinion.</i>		

## Ending the meeting

You can:

- **adjourn** the **meeting** until a later date
- **close** the **meeting**
- **bring** the meeting to a **close**
- **declare** the meeting **closed**

*This meeting is adjourned until next week.*

*The chairman brought the meeting to a close by thanking all those who had attended.*

*The High Commissioner for Human Rights declared the meeting closed.*

## After the meeting:

- **draw up** the **minutes**
- **circulate** the **minutes**