

LearnEnglish Select Upper Intermediate

1.1 Choosing attendees for a conference

Useful language

Opening a meeting	Running a meeting	Personality adjectives
Thanks for coming. It's good to see you all. Does everyone know each other? Would you just like to say a little bit about yourself? Right. We've just got a couple of points on today's agenda so we won't be more than an hour. OK? Let's start. Has everyone got the agenda? Can someone take the minutes?	Let's stick to the point. Just to explain ... Actually ... Hang on ... I'm sorry but ... Don't you agree? That reminds me ... Before I forget ... To get back to what we were talking about ...	outgoing sociable energetic decisive articulate good at ... impressive good with ... experienced nice thoughtful persuasive

Grammar

Intensifiers and qualifiers	Comment and viewpoint adverbs
If you want to make adjectives stronger, you can add an intensifier, such as: absolutely wonderful extremely sociable You can also use them in the negative form as qualifiers, which make the statements less strong: <i>I wasn't totally convinced ...</i> <i>It isn't completely clear ...</i>	You can add comment and viewpoint adverbs to show a negative feeling: Unfortunately , this year they aren't available. Sadly , we didn't win any awards at the event. They can also be used for emphasis: Frankly , I think Irena will do an excellent job. Obviously , we need to do better.

Check my progress

Are these statements true for you? If not, go back and do some activities from the unit again.

	Yes	No
I can open and run a meeting.	<input type="checkbox"/>	<input type="checkbox"/>
I can describe events and arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
I can identify and describe personal qualities.	<input type="checkbox"/>	<input type="checkbox"/>