

### *Meetings: Agenda setting*

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#### **Useful Phrases**

On the agenda today

OK everybody, thanks for coming

Just a couple of things on the agenda

If we could go through them in order

Right then... let's get down to business

First of all

Secondly

And finally

Let's keep this meeting fairly brief

Any other business

#### **Transcript**

##### **Clip 1**

**Sarah:** Right then, Alex, let's get down to business. On the agenda today for our public relations meeting are the research project, the launch of the website, the timeline for press releases, and the executory of the year award. Are you quite happy with those points?

**Alex:** Yeah, that's fine. If you could go through them in order, that'd be great.

##### **Clip 2**

**Alex:** OK everybody, thanks for coming. Let's keep this meeting fairly brief, really just a couple of things on the agenda. First of all, as you can see, the news on the book re-launch; and secondly, the office move; and finally, we will have a little bit of time for any other business.