**Meetings**

Write minutes/acquaint with

Contribution to the discussion

Voting/ show of hands/secret ballot/open ballot

Unanimous/majority of votes

Circulate agenda

h……………….a meeting

Meeting is going to be h…………………………………..in two weeks

o………………………/mandatory

Presence on that meeting is o………………………………………

o………………/r…………………………

First we have to go over o……………………………………/ r………………………..from the previous meeting

o……………………..

Our o………………………………….for today’s meeting is to go t……………………..

Ch……………….a meeting

Who is going to ch………………………….. the meeting today

As a r……………………….

As a r…………………we hold a meeting on Friday at 5

r……………..the meeting

We will r…………………the meeting for 4 hours

Chit ch…………………..

Before the meeting we always have chit ch……………………../small talk

Adjectives:

explicit , comprehensible /incomprehensible, persuasive , far-fetched , scarce , inexplicable,

argumentative,

* Message
* Information
* Argument
* Opinion

**During meeting :**

* We need to skip………………………………..one point as it had petty importance
* We will stick……………………………….. to agenda as we cannot omit anything. - We will cover…………………………….all points today
* I would like to make reference……………………… to the latter/former
* I would like to raise……………………………..a subject of finance
* I would like to come………………………………up with a motion how to tackle that issue
* Could we get your input………………………………….in that discussion
* We overrun……………….the meeting and spent more time that we should have
* Our meetings usually drag………………………..on for many hours
* My boss is long – winded………………and prolongs all meetings. In contrast to him I am always …concised…………………….
* Your message is not coherend…………………………..with the subject could you get to the point………………….
* I didn’t comprehend/catch………………………….that could you repeat
* Could you articulate…………………/formulate that in more comprehensible way
* I would like to address…………………..that question to Mike
* I don’t grasp……………………that . Could you be more specific
* Let’s review/revised/recap……………….our points

**Phrases:**

First things first……………………

Let’s call it a day………………….. as it’s almost midnight

During the meeting I was brought up to speed……about the current situation of the company

Could you provide me an overview………………………of your progress

With reference………………………..to your question I cannot provide you with any answer right now. I need to dip………………………into that subject

Just for the record…………………..meeting will last 1 hour

Let’s proceed………………………to the next point

We decided to put forward………………………that idea as it couldn’t wait

Let’s get back on track……………………You are way…………………………off the point

Stop digressing………………………We are running out………………….of time

Shall we talk through…………………….that particular algorithm

I agree with you up to a certain point………………… / to some extend……………………

We have to see t………………………that meeting to the end no matter how long it is going to take

We are talking at cross p……………………Could you clarify your standpoint

Could you w………………………….up as we don’t have time to waste

We are p……………………for time . Let’s get rumble

Let me get it s…………………….I am not against that preposition

The b…………………………line is that we cannot afford it

F…………………..away don’t hold b……………………

Stop paying l……………….service to that promise as we know we won’t be able to realize that

You have taken that words out of my m………………………..

I would like to make a c……………………………….to that argument

Great idea c…………………..my mind . Let’s get over it

I will f……………………out the best option after the meeting

We need to w……………………..up pros and cons of that investment

This conversation is getting n……………………..

I am at a l…………………………..for words