**Meeting example**

**first ,greet, called, cover, go , secondly, remarks,**

- I would like to ………………………….everybody on today’s meeting

- Meeting was ……………………………….to discuss our new project . Meeting will last 1 hour and we will do our best to …………………….all the points

- …………………………..of all I would like to ………………………….through the main points of our agenda , ……………………………………. we will discuss…………………………………………..from our previous meeting.

**perspective, observations, move express, regarding, kick, find**

- Do you have any …………………………………..regarding our last meeting?

- If not shall we ………………………….to the next point of our meeting

- Would anybody like to …………………………………..his opinion …………………………….our new project?

- From my ………………………………..we should wait with a k……………………..off meeting until we settle all necessary details.

- How do you ………………………….my idea?

**raise, extent, sight, dig, agree, doubt, bottom, insufficient, allocate, assign**

- I agree with you up to a certain …………………………

- At first ……………………………it seems that we are ready however if we …………………..into the scope I think that it is incomplete.

- Without a ……………………………..your right

- I would also like to ……………………….a subject of project’s budget. The …………………line is that we have ………………………….. resources. We need to ………………………….more

- I couldn’t ………………………more. Moreover we have problem to ……………………..the right and competent people.

**see, reference, conclusion, devote**

- I ……………………..what you mean. Blueprint is partially ready and we still haven’t streamlined milestones.

- I would like to make …………………………………..to what you have just said. In ……………………………we are unprepared to get the project off the ground.

- I think that we need to ………………………more time to get everything ready not to end up with a flop