**Meeting example**

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

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

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

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

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

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

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

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

- From my …perspective……………………………..we should wait with a kick……………………..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 …extent………………………

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

- Without a ……doubt………………………..your right

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

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

**see, reference, conclusion, devote**

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

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

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