



# MEETINGS

## Before the meeting

- **call/convene** the meeting, or **invite** people to **attend** the meeting
- **draw up** and **circulate** an **agenda**
- If some people are unable to attend, you may need to **postpone** or **call off/cancel** the meeting.



## At the meeting

- You usually appoint somebody to:
- **chair** the **meeting**
  - **keep/take minutes**
- After the chair has **opened** the meeting, the first **points/items** on the **agenda** are often to:
- **approve** the **minutes** of the previous meeting
  - **agree on** the **agenda** for the current meeting
- It may be necessary to:
- **add** an **item** to the **agenda**
  - **remove** sth **from/take** sth **off** the **agenda**

### In a meeting you can:

consider discuss examine	an issue <b>in depth/detail</b> a matter
debate discuss	an issue <b>at length</b>
address identity tackle	a <b>problem</b>
have	an <b>in-depth discussion</b> about/on the issue
have take	an <b>in-depth look</b> at the issue

As well as making decisions at meetings, you can also:

<b>make</b>  a proposal recommendation a suggestion	<b>raise</b>  an issue an objection a point	<b>give/state</b>  your opinion your view	<b>agree on</b>  a compromise further action	<b>reach</b>  (an) agreement a compromise a conclusion a consensus a decision
<b>take</b>  a decision a vote	<b>adopt</b>  a resolution	<i>The commission made a proposal for a new park in the city. May I make a suggestion to the chairman of the board? The workers raised an objection to longer working hours. He invited the committee members to give their opinion. After hours of negotiation, the two sides reached a compromise. The shareholders took a vote on the proposed merger.</i>		

## Ending the meeting

- You can:
- **adjourn** the **meeting** until a later date
  - **close** the **meeting**
  - **bring** the meeting to a **close**
- The chairman brought the meeting to a close by thanking all those who had attended.*

## After the meeting

- It is usual to:
- **write up** the **minutes**
  - **circulate** the **minutes**