

2A The language of meetings

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- 1 Delete the word(s) that do not form natural collocations.
- a I'd like to raise *an important issue/the situation/an objection/the matter* later.
 - b When are we going to *call/hold/have/make/arrange/organize* the next meeting? Do you think we could *put it back/delay it/postpone it/anticipate it/bring it forward*?
 - c It's getting late, and I think we should *halt/close/finish/adjourn/end* the meeting. It looks like we've reached a *promise/a conclusion/a decision/a dead end*.
 - d I'd like to *give/advance/express/put forward* my own opinion on this *issue/material/topic/subject/question*.
 - e We've had a *full and frank/constructive/viable/fruitful* discussion on this issue, and I'm sure we can reach a *decision/an agreement/a compromise/a consensus/a concord*.
 - f It would be *dangerous/risky/premature/soon/a mistake/wrong* to *draw/take/reach/jump* to any conclusions at this stage.
 - g This decision is going to have *wide-ranging/far-reaching/full/serious* implications, and we need to take into *account/consideration/study* a number of different factors.
 - h I'd just like to *clarify/deal with/treat* your *doubts about/objections to/hostilities to* this proposal.
 - i I *see/feel/appreciate/understand* what you're saying, but I think you're taking a very *narrow/small/short-sighted/short-term* view.
 - j Before we can *make/take/have/come to/reach* a decision, we'll have to *make/undertake/register/carry out* a detailed study.

- 2 Complete the chairperson's closing comments with the words in the box. There are two words you don't need to use. All the words appeared in 1.

account	conclusions	decision	discussion	implications
issues	opinion	promise	study	topic

Well, colleagues, I think we've had a very constructive

(a) _____ this afternoon, and a number of very important
 (b) _____ have been raised. But it's getting late, and I can
 see that we're not going to come to a (c) _____ today. I
 don't think that presents a problem because any decision we take will have far-
 reaching (d) _____ and it's important not to jump to any
 (e) _____ at this early stage. Before the next meeting
 we need to carry out a detailed (f) _____ of all the
 options involved, and circulate it amongst everyone present. And if I can express
 my own (g) _____, I think that the report needs to take
 into (h) _____ the financial costs as well as the marketing
 aspects of the project. Well, unless there's any other business, I think we
 can finish there.

