

Vocabulary: Meetings 1

Introduction

Match the following words on the left to the definitions on the right:

1. Flip-chart	a) A monitor
2. OHP	b) A photocopied copy of information
3. Laptop	c) A chart consisting of sheets attached at the top
4. Screen	d) An overhead projector
5. Handout	e) A portable computer



Word groups



Remember: when you are learning vocabulary it is a good idea to learn word groups (e.g. verbs + nouns). This will help you build your vocabulary.

Look at the following verbs on the left and the nouns on the right and make word groups.

verbs	nouns
To arrange	
To stick to	
To brainstorm	
To set up	
To fix	
To discuss	A meeting
To write down	
To hold	An agenda
To bring forward	
To keep	An item on the agenda
To postpone	
To solve	A problem
To go through	
To take	The minutes
To cancel	
To find a solution for	Ideas
To run	
To chair	
To attend	
To miss	



Answers



Introduction

- 1 - c
- 2 - d
- 3 - e
- 4 - a
- 5 - b



Word Groups

To arrange/set up/fix/hold/bring forward/postpone/cancel/run/chair/attend/miss **a meeting**

To stick to/go through **an agenda**

To discuss **an item on the agenda**

To discuss/solve/find a solution for **a problem**

To write down/keep/take **the minutes**

To brainstorm **ideas**



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www.languageconnexion.com.