

MEETINGS - basic vocabulary

(activities and exercises based on the CD-ROM)

DECIDING ON THE MEETING

TASK 1: Translate the following expressions into Slovenian.

AGM (ANNUAL GENERAL MEETING) = letna skupščina (družbe)

TO SCHEDULE A MEETING = planirati/vnaprej določiti sestanek

TO GET (COME) DOWN TO (THE) BRASS TACKS = razpravljati o bistvu zadeve

TO HAVE AN ISSUE = imeti sporno vprašanje/bistveno vprašanje/predmet razprave

TO ADDRESS THE ISSUE = lotiti se bistvenega/spornega vprašanja

TO CHAIR THE MEETING = voditi sestanek

TO TAKE THE MINUTES = pisati zapisnik

TO TAKE OVER THE AGENDA = preiti na dnevni red

TASK 2: Watch and listen to the video clip.

TASK 3: Fill in the gaps with the following expressions:

AVAILABLE, SUITABLE, MINUTES, CONFERENCE ROOMS, SCHEDULE, ADDRESS, INFORM, AGENDA, ASAP

A: Tom, did you ____ schedule ____ the meeting yet?

B: No, not yet, but I think the 18th would work.

A: Well, you need to ____ inform ____ everyone ____ ASAP ____ then.

B: Certainly. Who should take the ____ minutes ____?

A: Mr Castle will do that.

B: Which ____ conference room ____ would be ____ suitable ____?

A: They all are. You'll have to take whatever is ____ available ____.

B: Okay. I think that's everything.

A: The ____ agenda ____ is all prepared, isn't it?

B: Not quite. What exactly do you want me to ____ address ____ in the meeting?

ACCEPTING AND DECLINING INVITATION

TASK 1: Translate the following expressions into Slovenian.

R&D (RESEARCH AND DEVELOPMENT) = raziskave in razvoj

PR (PUBLIC RELATIONS) = odnosi z javnostjo

TO HOLD A MEETING = imeti sestanek

TO BE FEASIBLE = biti mogoč/možen/izvedljiv

TRADE FAIR = sejem

TASK 2: Watch and listen to the video clip.

TASK 3: Listen and fill in the missing words.

A: Shall we _____cancel_____ the meeting?

B: No, we'll just have ____to put it back_____ a few days.

A: Are you sure? I heard Steve wants _____to call it off_____.

B: No, no, we'll just _____delay_____ it.

A: Listen, Steve wants __to drop_____ the whole thing.

B: There's no need to panic. We'll just __postpone_____ the meeting.

INTRODUCTIONS AND SMALL TALK

TASK 1: Watch and listen to the video clip.

TASK 2: Fill in the following words: HEAD OFFICE, HEAD OF R&D, MUST BE, IN PR, DIDN'T CATCH, DO YOU DO, MARKETING.

Check by listening.

A: So, you __must be_____ John.

B: Yes, that's right. I'm sorry I _____didn't catch____ your name.

A: I'm Mark, from the _____head office_____.

A: Oh, you're the new __head of R&D____. I've heard a lot about you.

B: All good, I hope. Well John, what _____do you do_____?

A: I'm in the ____marketing_____ department, in our Atlanta office.

B: So, do you know Kim? She's ____in PR_____.

A: Yes, of course.

GETTING STARTED

TASK 1: Translate the following expressions into Slovenian.

CEO (CHIEF EXECUTIVE OFFICER) = glavni direktor

ABSENTEE = manjkajoči

BRIEFING PAPERS = seznanjanje/dajanje napotkov/navodila

WITHOUT FURTHER ADO = brez nadaljnjega obotavljanja

TASK 2: Watch and listen to the video clip.

TASK 3: Fill in the following words: THE MEETING, BEGIN, SHALL, READY, DOWN.

Right, let's begin, ____shall__ we?

I think we should ____begin__.

Let's get _down_ to business.

I'd like to call ____the meeting__ to order.

Okay, so we're __ready__ to begin.

MAKING A POINT AND CHECKING UNDERSTANDING

TASK 1: Translate the following expressions into Slovenian.

PRODUCT LINE = blagovna skupina

VOLATILE (MARKET) = nestanovitno/spremenljivo tržišče

TO BE AT STAKE = biti na kocki

AT THE FOREFRONT = v ospredju

SIDETRACK = odvrniti od bistva

TASK 2: Watch and listen to the video clip.

TASK 3: Match the beginnings of the questions with their endings.

Am I right 3

Are you saying 1

Correct me 2

Are you recommending 5

You seem to be 4

1 that your products are the best on the market?

2 if I'm wrong, but isn't this a very volatile market?

3 in assuming that you consider our products too old?

4 suggesting a whole new market strategy. Am I right?

5 a change of image?

AGREEING AND DISAGREEING

TASK 1: Translate the following expressions into Slovenian.

VALID POINT = tehtna pripomba

TO RULE OUT = izločiti/izključiti

TO EXPOUND = razložiti/raztolmačiti

MERCHANDISE = trgovsko blago/trgovati

TASK 2: Watch and listen to the video clip.

TASK 3: Listen and fill in the missing words.

The fact of __the matter__ is that we need to invest more in our European operation.

I'm afraid __I can't agree__ with you __on this__.

Bob has __got__ a point here.

I ____disagree__. If we leave the situation as it is, __we'll face__ greater losses.

__That's out of__ the question. We need to __expand__ first. Consolidation will come later.

I think __you're right__. It will be easier to consolidate our position later.

I'm sorry, but I'm __not very happy about this__.

INTERRUPTIONS AND SUGGESTIONS

TASK 1: Watch and listen to the video clip.

TASK 2: Match the beginnings with the endings of the following sentences.

I don't 2	interrupt but I have something to add.
Sorry to 1	want to interrupt but I have to.
May 5	to mention something at this point.
If I could just 6	you for a moment?
Could I stop 4	I interrupt?
I'd just like 3	cut in here, I think John is right.

MAKING DECISIONS AND SUMMING UP

TASK 1: Watch and listen to the video clip.

TASK 2: Listen and fill in the missing words.

Before we finish, I just want __to make sure we've covered__ everything.

To __sum up__, I think we __all agree that__ the purchase of a new system was not needed.

Before we close, I'd like to ____go over the main points____ again.

Let's __just recap__ before we close.

I'd ____like to summarize____ the main points of today's discussion.