

26 Vocabulary

26.1 MEETING AND PRESENTING

You will need to **attend the finance meeting** tomorrow.

attend a meeting
[go to a meeting]



The CEO has **put forward an agenda** for tomorrow's meeting.

put forward an agenda
[suggest what will be discussed in a meeting]



OK, now you've all been introduced, let's **get down to business**.

get down to business
[start working or doing something that you have to do]



We've arranged a **conference call** with our French and German managers.

conference call
[a telephone call with a number of people at the same time]



Let's **look at** last year's sales figures for this product.

look at
[begin to consider or discuss]



I'd like you to **give a presentation** on your research.

give a presentation
[present a formal talk for a group of people]



Our falling profits will be **on the agenda** today.

on the agenda
[included in a list of things to discuss]



John is ill and so he will be **absent** from the meeting.

absent
[not present]



Sanjay has been on the **board of directors** for three years.

board of directors
[a group of people who manage a business or organization]



On the one hand it is affordable, but **on the other hand** it is not durable.

on the one hand / on the other hand
[something to consider / a contrasting thing to consider]



Can we have a **show of hands** for those who agree with the idea?

show of hands

[a vote performed by raising hands to show agreement with a proposal]



It took hours to **reach a consensus**.

reach a consensus

[arrive at a position of agreement]



We reached a **unanimous** agreement on the plan.

unanimous

[when everyone is in agreement]



So, to **sum up**, we need to increase sales in this area.

sum up

[conclude]



Shall we **set a date** for the next meeting?

set a date

[agree on a date in the future]



I think we're finished unless there is **any other business**?

any other business (AOB)

[any matter discussed in a meeting that is not on the agenda]



I will **take questions** at the end of the presentation.

take questions

[listen to and answer questions]



We can't discuss replacing the printers because we've **run out of time**.

run out of time

[have no time left for something]



Maria will **take the minutes** of the meeting today.

take the minutes

[write the record of what was said during a meeting]



Let's start by **reviewing the minutes** of last month's meeting.

review the minutes

[look again at the written record of a past meeting]

