



A MEETING

You are going to listen to a meeting. Complete the exercises below. Try not to read the text until you have completed the exercises. Remember, you can listen as many times as you need to, so don't worry if it seems difficult to understand when you listen for the first time.

I. BEFORE YOU LISTEN.

Match the words in A with the definitions in B. Use a dictionary to check your answers.

A

aim

get together

well-earned

refreshed

change of scene

overseas

keen

feedback

B

comments and information

spending time in a different place

wanting to do something

meet up

feeling less tired

objective

very much deserved

in another country



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2. LISTEN TO THE MEETING.

One of the participants makes notes during the meeting. Complete his meeting notes below.

Date of the conference: It's been agreed that the conference will take place in mid-_____ .

Venue: It was suggested that we should hold the conference abroad. We must check first with the _____ director.

Length of conference: The conference usually lasts _____ days. However, it was generally agreed that we should hold the conference over _____ days instead.

3. LISTEN AGAIN.

Decide if the statements below are true (T) or false (F).

	T	F
The conference usually takes place in April.	—	—
January is the busiest time for the company.	—	—
The sales team usually take their holidays before Christmas.	—	—
The sales conference usually takes place close to the company's office.	—	—



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	T	F
One of the speakers feels that it could be too late to organize a conference abroad.	—	—
The participants agree to discuss the conference venue again at the next meeting.	—	—

4. LISTEN AGAIN.

Complete the phrases below. All of these phrases were used during the meeting.

- a) Thanks for _____ everybody.
- b) OK, _____ we make a start?
- c) So, what are your _____ ?
- d) Well, in my _____
- e) You have a _____ , but
- f) How do you _____ about having the conference
- g) Yes, I'd _____ with that.
- h) Yes, I think that's a good _____ .
- i) You could be _____ , but
- j) Personally, I _____



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- k) Can I just come in _____ ?
- l) Absolutely. This is a very _____ point.
- m) Could I just _____ something?
- n) So, to _____ up.

5. LOOK AT THE PHRASES IN EXERCISE 4 ABOVE.

From the list below, choose a reason to use each of these phrases.

- Start the meeting a ___
- Ask for opinions ___ ___
- Give an opinion ___ ___
- Politely disagree ___ ___
- Agree ___ ___ ___
- Ask to speak ___ ___
- Summarize ___



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6. LISTEN AND READ.

Listen again to the meeting and read the text to check your answers the questions above.

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- A: Thanks for coming everyone. O.K, shall we make a start? As you know, the aim of today's meeting is to organize our annual sales conference. Now, usually this takes place in April but there have been some suggestions that this is too late and we should hold the sales conference earlier in the year. So what are your views?
- B: Well, in my opinion, we should have the sales conference in January. This is our quietest month in terms of sales activity so it is probably the best time for us to get together and plan our strategy for the year ahead.
- C: You have a point but I don't think that a January conference would be possible. Firstly, it follows December which is our busiest month in the run up to Christmas. Sales conferences need a lot of organization and I don't think we would have the time to arrange a really good conference. Also, January is traditionally the month when most of the sales guys take a well-earned break. I don't think they'll be very keen to change their routine.
- A: OK then. How do you feel about having the conference in mid-February? That way we would be able to use the conference to plan for the year ahead and avoid asking our sales team to work when they usually take their holidays. In fact, they will come back from their holidays, refreshed and ready for the conference.
- B: Yes, I agree with that.



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C: Yes, I think that's a good idea.

A: OK. So that's agreed. Next year's conference will be held in mid-February. The question now is, where should we hold the conference? We usually hold it in the Sheraton Hotel near our offices. However I think we should hold the conference somewhere else. Personally, I think a change of scene will be good for the sales team. In fact, I think if we held the conference abroad, in Spain say, it would be very motivating for them. It would make them feel good and as a result their productivity would improve.

B: You could be right, but from a financial point of view, the cost of holding the conference overseas would be too high. We are already under pressure to control our costs at every opportunity.

C: Can I just come in here? I don't see anything that motivates the sales team as a cost. I would consider it to be an investment. After all, the performance of the whole company rests on how well the sales team sells our products.

A: I agree. Could we put the question to the Finance Director and discuss this point again at our next meeting?

B: Yes of course.

C: Yes why not.

A: OK, to the final point on the agenda. How long should the conference be? Usually the conference takes three days but I understand some people feel this is too long.



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- B: Absolutely. This is a very important point. The feedback I've received from the sales team is that too much time is wasted at the annual conference. We could organize our time more effectively, have fewer meetings and hold the conference over two days.
- C: I agree completely. We certainly don't want the sales team to view the conference in a negative way.
- A: Could I just ask something? If we reduce the conference by one day, the cost saving may make it possible to move the conference to a European country.
- B: Yes, I suppose that's right.
- C: That's a good point. But I still think we should talk to the Finance Director before we make a firm decision.
- A: OK. So, to sum up. Do we all agree that the conference next year will take place in mid-February, will last for two days instead of the usual three and may possibly be held abroad, depending on the decision of the Finance Director?
- B: Yes.
- C: Definitely.
- A: OK, thanks for coming. We'll meet again same time next week.