

CONVERSATION

Sean: Okay – any other business?

Will: Yes, I would like to say something.
An illustrator came in last week, and I think she's very good and it would be wise to pit her on our books.

Sean: - okay –

Will: I would like to be able to show her drawings and her portfolio in the next couple of days. If that's all right...

All: That sounds good...

Sean: Yes, I'll look forward to seeing those. Right, I think that's probably about it, but anybody got anything else that they desperately want to raise before we wrap up?

All: Nope.

Sean: No? Okay. We'll be having another meeting, but there are a couple of conflicts in the diary so I think the best thing I email the date of the next meeting .





ACTIVITY

A. Complete the following sentences by choosing the correct words.

1. Well, we're almost at the end of the meeting so is there _____ ?

say / other / thoughts / business / all / any / things

2. Just before we go on to the next point,

_____ .
 nothing / to / say / like / now / something / I / don't / would

3. Does anyone have anything they want _____ before we close the meeting?

on / at / raise / to / question / rise

4. Just looking in the diary, I see there are a couple _____ , so we may need to reschedule our next meeting.

errors / in / conflicts / at / of / mistakes

B. Imagine you are a chairperson in a meeting and the agenda in the meeting is about the rules and regulations in your company. You are now ending the meeting.