

## English Vocabulary – Meetings

### 1) Verbs for future meetings: schedule / prepare / organize / plan / arrange

Examples:

- I need to schedule a meeting for tomorrow.
- I want to prepare a meeting for later today.
- Let's organize a meeting for Monday afternoon.
- Can you plan a meeting for this afternoon, please?
- I'll ask Janet to arrange a meeting for next week.

### 2) Verb for planned meetings: "have"

Examples:

- We have a meeting at 2pm today.
- A: Can we meet tomorrow morning? B: No, sorry. I already have a meeting.
- We have a finance meeting every Tuesday morning.
- A: Can you talk? B: No, we're having a meeting.

Other vocabulary:

Word/Phrase	Meaning	Example
absent	not present	The vice president is absent due to unforeseen circumstances.
accomplish	complete successfully	We have a lot to accomplish today, so let's begin.
address	speak about	I want to address the new project today.
adjourn ( <i>formal</i> )	close a meeting	If there are no more comments, we can adjourn the meeting.
agenda	list of points to cover in a meeting	Please send the agenda to everyone who will be in the meeting.
AGM	Annual General Meeting	We always review finances at the AGM.
AOB	Any Other Business (extra topics not on the agenda) (small, unimportant topics)	The last item on the agenda is always AOB.
attend	be present	I have to attend all the finance meetings.
board of directors	group of elected members of a company who meet to make important decisions	The board of directors meets once a month to discuss the budget.
boardroom	a meeting room for the board of directors	The boardroom is reserved for a managers' meeting at 10am.
brainstorm	talk with other people to get new ideas	Let's brainstorm some ways how we can cut costs.
budget	monthly, quarterly or annual finances	The annual budget is always addressed at the AGM.
chairperson / chair	the person who leads a meeting	As chair, it is my pleasure to introduce you to Mr. Bob Davis, our new senior accountant.
closing remarks	last thoughts spoken in a meeting	I have some closing remarks today.....
commence ( <i>formal</i> )	begin / start	We will commence when everybody is here.

consensus	general agreement	If we cannot come to a consensus by the end of the meeting, we will have a vote.
deadline	date for completion	The deadline for the report is May 10 <sup>th</sup> .
give a presentation	present information to a group of people	My boss wants me to give a presentation about the new project tomorrow morning.
matter	subject / topic	I hope we don't have to talk about this matter again in the future.
meet the deadline	not pass the deadline ( <i>PT: cumprir o prazo</i> )	Are we going to meet the deadline for the Omega project?
minutes	a record of everything said in a meeting	Before we commence, let's review the minutes of the last meeting.
objectives	goals	We have completed all of the objectives of the last meeting. Well done!
participant	a person who attends a meeting	How many participants came to the last meeting?
participate in	attend a meeting	Would you like to participate in the budget meeting tomorrow?
show of hands	raised hands to express an opinion or to vote	From the show of hands it appears that everyone is in favour of accepting the new client.
unanimous	united in opinion	The vote was unanimous to cut the working week to 45 hours.
video conference	a video meeting for many people in different locations	I have a video conference at 10am today. Please hold all my calls.
wrap up	finish a meeting	Let's wrap up here so that we can go to lunch.

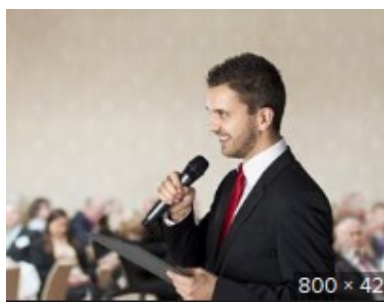
#### To start a meeting

open  
start  
begin  
commence (formal)

#### To finish a meeting

close  
finish  
end  
wrap up  
adjourn (formal)

#### Other events:



**speech**



**lecture**



**presentation**