

This activity sheet can be completed in conjunction with the video lecture. So - get your pens ready! And let's go...

In the video lecture we can hear the beginning of a meeting, and the chairperson making opening remarks. Listen to what she says, and then mark whether these statements are true or false.

1. Nigel is the last one to arrive at the meeting. **T / F**
2. Klaus Hahn is from the marketing department. **T / F**
3. Ursula Henkel will come to the meeting late. **T / F**
4. The aim of the meeting is to discuss strategies for increasing sales. **T / F**
5. John Lawson will present an overview of what competitors are doing. **T / F**
6. Hans Ligeler will present the new sales strategy. **T / F**

Now it's time for you to build some sentences. First, by filling in these gaps.

- a. It's _____ to see _____.
- b. Before we _____, can I _____ Klaus Hahn to you all.
- c. Ursula Henkel has _____ her _____.
- d. Dieter Zimmich can't _____ either.
- e. As I said in the _____ I emailed last week, we'll be _____ our strategies for increasing sales.
- f. Let's get down to _____.

These sentences can broadly be grouped under five headings, as I mentioned in the video lecture:

1. Welcoming meeting participants
2. Introducing someone
3. Reporting apologies
4. Stating the meeting aims
5. Commencing the meeting

What other expressions did you hear in the lecture, which you can add to the list under these headings?