

D	E	P	K	Y	E	S	F	B	A
C	H	Θ	£	Đ	X	W	N	W	T
F	C	S	J	W	N	C	W	D	C
K	D	T	G	Q	E	E	K	A	C
U	R	P	N	A	C	H	A	I	R
A	I	O	X	G	E	B	T	C	N
C	A	N	C	E	L	M	T	N	H
Q	K	E	S	N	Y	K	E	H	W
L	R	S	V	G	D	L	N	T	R
A	R	R	A	N	G	E	D	D	F

To make things a little bit fun, I've got a "find-a-word" for you, on the topic of meetings. Your task? Find six verbs which we commonly use when talking about meetings. Then, write the verbs in the spaces below. I've done the first one for you!

1. to *hold* a meeting
2. to _____ a meeting
3. to _____ a meeting
4. to _____ a meeting
5. to _____ a meeting
6. to _____ a meeting

Now, let's match these phrases (above) with their definitions.

to decide not to hold a meeting and to tell people this.	
to go to a meeting.	
to have a meeting.	1. to hold a meeting
to hold a meeting at a later time or date than originally planned.	
to lead a meeting.	
to organise a meeting.	

Finally, let's use those verbs in some sentences.

1. If Robert can't get here by 3:00PM, couldn't we just _____ our meeting and have it early next week instead?
2. Could you _____ a team meeting for next Friday at 12:00PM? Ask Irene Culjak if she can attend and book the conference room.
3. We've decided to _____ the meeting. Instead, could you please ask the team to email me their comments?
4. I have to _____ a lot of meetings and spend a lot of time talking about my work. Unfortunately, I don't have much time to actually get on and do my job!
5. It's critical that the whole team knows about these WHS changes. Let's _____ a meeting and give everyone the details.
6. I'm going to _____ our meeting this morning so I'll be making sure that we stick to the agenda and that we finish on time. No getting sidetracked.