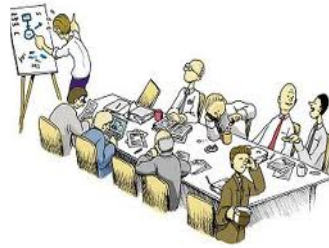




Words and expressions for a business meeting

Agenda (noun): A schedule of the subjects to be covered in a meeting.

Action point (noun): A task which needs to be completed by someone against a particular timeframe.



Brainstorming session (noun): A type of meeting in which participants are encouraged to think creatively.

Item on the agenda: A particular topic to be discussed at a meeting.

Minutes (noun): The written record of the meeting.

Minutes taker (noun): The person who records the meeting.

Any Other Business (AOB): An opportunity to review subjects which were not on the agenda.

Chairperson (noun): The person managing the meeting.

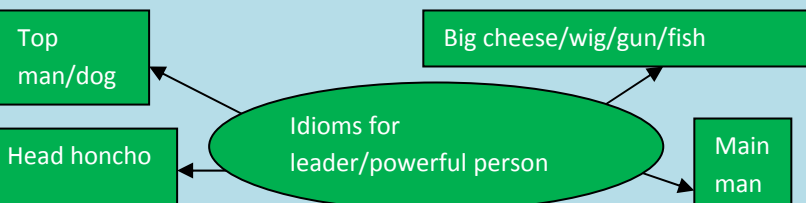
Convene (verb): to set up/arrange a meeting.

Proposal (noun) to propose (verb): A new plan or idea, typically written and submitted as an agenda item.

To table (verb): To introduce a point for discussion/idea at a meeting.

Practice your meeting vocabulary

- 1) Jim I would like you to take the _____ for this meeting.
- 2) I would like to submit a _____ for the finance meeting next week.
- 3) We need to _____ a meeting urgently on this issue.
- 4) We have to think innovatively on this issue, lets organise a _____.
- 5) We need a strong _____ to manage this meeting.



Coming soon in the December Edition – Business small talk for the Christmas party!

Preposition Corner

- ✓ Profits increased **from** 5% in March **to** 7% in April.
- ✓ We have invested a lot **of** money **into** the business.
- ✓ Unemployment decreased **by** 8% **in** July.
- ✓ We saved a lot **of** money **on** electricity charges **by** changing **to** a new supplier.

American English

Here are 30 words that are not the same in English and American English!

- Aubergine (UK) = Eggplant (USA)
- Bank holiday (UK) = Legal holiday (USA)
- Bill (UK) = Check (USA)
- Biscuit (UK) = Cookie (USA)
- Car park (UK) = Parking lot (USA)
- Chemist (UK) = Drugstore (USA)
- Chips (UK) = French fries (USA)
- Cinema (UK) = Movie theatre (USA)
- Courgette (UK) = Zucchini (USA)
- Current account (UK) = Checking account (USA)
- Dustbin/Rubbish bin (UK) = Garbage can (USA)
- Financial year (UK) = Fiscal year (USA)
- Holiday (UK) = Vacation (USA)
- Jumper (UK) = Sweater (USA)
- Kennel (UK) = Doghouse (USA)
- Lift (UK) = Elevator (USA)
- Lorry (UK) = Truck (USA)
- Motorway (UK) = Expressway/Highway (USA)
- Mum/Mummy (UK) = Mom/Mommy (USA)
- Pavement (UK) = Crosswalk (USA)
- Petrol (UK) = Gas/Gasoline (USA)
- Public school (UK) = Private school (USA)
- Railway (UK) = Railroad (USA)
- Roundabout (for a road, UK) = Traffic circle (USA)
- State school (UK) = Public school (USA)
- Trade union (UK) = Labor union (USA)
- Trainers (UK) = Sneakers (USA)
- Underground (UK) = Subway (USA)
- White coffee (UK) = Coffee with cream (USA)