

## MEETINGS:

# Keep the meeting on target



**a) Sometimes it can be important to keep a meeting to the relevant issues and stop participants from digressing. The sentences on the left can all be used for this purpose. Match them with a suitable response!**

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|---|---|
| 1. We're running short of time.               | a. Alright, let's put it on the agenda for next time. |
| 2. Please be brief.                           | b. Why don't we end the discussion and take a vote?   |
| 3. Let's get back on track, why don't we?     | c. I'll get straight to the point, then.              |
| 4. Keep to the point, please.                 | d. Sorry, yes, we were discussing ...                 |
| 5. Are we ready to make a decision?           | e. Sorry, but I do believe this is relevant.          |
| 6. We'll have to leave that for another time. | f. Yes, let's take a vote on it, shall we?            |

**b) The idioms on the left all have something to do with using language, which, after all, is an important part of meetings. Can you match them to their literal meanings on the right?**

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|---|--|
| 1. to talk at cross-purposes                  | a. to say something in few words                     |
| 2. to get the wrong end of the stick          | b. to say intelligent, reasonable things             |
| 3. not to be able to get a word in edgeways   | c. to say stupid things                              |
| 4. not to be able to make head or tail of sth | d. to finish a discussion                            |
| 5. to talk down to somebody                   | e. to come to the important points                   |
| 6. to talk shop                               | f. to completely misunderstand someone               |
| 7. to be a real talking-point                 | g. to talk as if your counterpart is inferior        |
| 8. to give somebody a talking to              | h. to reproach/scold someone                         |
| 9. to put something in a nutshell             | i. two people talking about totally different things |
| 10. to get to the point                       | j. to say exactly what one thinks                    |
| 11. to speak one's mind                       | k. to not be able to say anything                    |
| 12. to start the ball rolling                 | l. to talk about work                                |
| 13. to talk rubbish                           | m. a subject that everyone wants to talk about       |
| 14. to talk sense                             | n. to start a discussion                             |
| 15. to wrap up a discussion                   | o. to not understand anything of what is being said  |

# SOLUTION

a) 1 - b, 2 - c, 3 - d, 4 - e, 5 - f, 6 - a

b) 1 - i, 2 - f, 3 - k, 4 - o, 5 - g, 6 - l, 7 - m, 8 - h, 9 - a, 10 - e, 11 - j, 12 - n, 13 - c, 14 - b, 15 - d