

Day 44 + 45

Vocab Review

Fill in the blanks.

1. She can be very i_____ating when she's angry.
2. The accident was the i_____able consequence of carelessness.
3. She said some very d_____eeable things.
4. The plans will have to be m_____ed to reduce costs.



4 Meetings/ Discussions

 **Module 4.8 Making resolutions**

 **Listening**

Listen and answer the following questions.

1. Is a company resolution a contract?
2. What does "make a motion" mean?
3. What does "obtain the floor" mean?

➤ Match the two parts to make sentences which can be used to make resolutions.

The motion has been
All those in favor,
Would anyone like
Is there someone to

propose the motion?
to second that?
rejected by 10 votes to 3.
please rise

- The following sentences are in the wrong order. Write them in the correct sequence so they all make sense.
1. Mr. Chairman. I move that the Board of Directors for the ensuing year be* fixed at eight.
 2. I second the motion.
 3. The motion is carried: 8 for, 2 opposed, 3 abstentions.
 4. The next item of business is to fix the number of directors. Do we have a motion?
 5. All in favor of the motion, please raise your hand. Thank you. All those opposed? Abstentions?
 6. Is there a seconder for the motion?
 7. Can I ask for a show of hands?

<GRAMMAR REVIEW> *Subjunctive

The subjunctive is the name of a special group of verb-forms (recommended that he be released . . . / It is vital that he return immediately . . . / I wish I were rich . . .) used to express a wish, a suggestion, a demand, etc.

The forms of the subjunctive are as follows:

- The Present subjunctive consists of the infinitive without to (= the bare infinitive) in all persons: e.g. I be, you be, (s)he be, we be, they be; I go, you go, (s)he go, etc.
 - The Past subjunctive exists only in 'were' in all persons: e.g. I were, you were, (s)he were, etc.
- Verbs which attract the subjunctive
The following verbs often attract the subjunctive: ask, command, demand, insist, move (=to officially make a proposal at a meeting), order, recommend, request, propose, suggest, and wish.
 - Adjectives which attract the subjunctive
The following adjectives often attract the subjunctive: crucial, essential, important, imperative, necessary and vital.

Subjunctive Exercise

Decide which answer (a, b, c, or d) best fits each gap.

1. The board recommended that the motion (a. was b. had c. be. d. has been) passed immediately.
2. It is imperative that the game (a. begins b. begin c. began d. has begun) at once.
3. I'm suggesting that he (a. reconsiders b. reconsidered c. reconsider d. is reconsidering) my proposals.
4. The police insisted that the car (a. be moved b. is moved c. was moved d. is moving) immediately.



Module 4.9 Ending a meeting

● **AOB**

The last item on a formal agenda is AOB (Any Other Business). If a subject is not directly relevant to the discussion, a chairperson might ask that the item be dealt with under AOB.

➤ Match the two parts to make sentences which can be used to talk about AOB.

Could we deal
Does anyone have
Let's talk about
Is there any other
I have an item
Could we talk

business that we need to discuss?
for AOB
over that point under AOB?
with that point under AOB?
that when we get to AOB.
anything they'd like to bring up under AOB?

● **Ending a meeting**

➤ Match the two parts to make sentences which can be used to end a meeting.

I think we've just about
I'll just go
Let's just run through
Mary, you're going to contact headquarters, and Jack's
The meeting
Thank you all very much for

coming and contributing.
is adjourned.
going to take care of the translation.
who's doing what.
through what we've agreed to today.
covered everything.

NB: The verb 'adjourn' means 'to end a meeting for a period of time' or 'to suspend until a later stated time'.

- I declare the meeting adjourned (or closed). Thank you all for coming.
- We'll adjourn for lunch and reconvene at 1:00 p.m. to discuss the outstanding issues.



Module 4.10 How to support your opinion by constructing a logical argument

In business your opinions should be supported by logical arguments, which are built upon evidence that leads to a conclusion through an accepted pattern of reasoning. Six commonly used sources of supporting evidence are: definition, reasons, examples, concessions (quoting another opposing opinion = counterargument), statistics, and the testimonies of experts.

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. similar or related
- B. to get something
- C. to give up the control of something
- D. to officially suggest something during a meeting
- E. a formal statement on which people in an organization vote, or the decision taken as a result of this vote

1. to yield
2. resolution
3. corresponding
4. to obtain
5. to move

Fill in the blanks.

1. They were forced to y_ _ _d their land to the occupying forces.
2. I m_ _e that we adopt the resolution.
3. Shareholders were asked to approve a r_ _ _ _ _tion to create a special voting share.
4. Income was up compared to the c_ _ _ _ _nding period last year.

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