

23.1

Find a word related to each clue. The first letter has been given to help you.

- 1 This person is responsible for the smooth running of the meeting. c.....
- 2 Conferences are the perfect opportunity to do this. n.....
- 3 A conference requires months of this to ensure that everything happens as intended. p.....
- 4 When people's names are recorded on an official list on arrival at a conference. r.....
- 5 The place where a meeting or conference is held. v.....
- 6 A specialised team who help people with the technical equipment they need to do their job.
t..... S.....
- 7 People who attend a conference. d.....

23.2

Draw a line from each word on the left to a word on the right to make a word pair. Then use your word pairs to complete the sentences.

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| 1 arrange | A security |
| 2 send out | B a report |
| 3 pay attention to | C a feedback form |
| 4 complete | D the agenda |
| 5 write up | E the registration process |
| 6 fill in | F another meeting |

- 1 It is necessary to in plenty of time before a meeting so that people know what is going to be discussed.
- 2 Usually the last item that is discussed at a meeting is to
- 3 On arrival at a conference it is necessary to
- 4 After attending a conference, you may be asked to to tell colleagues about presentations of interest to them.
- 5 With large numbers of delegates attending a conference, it is very important that the organisers
- 6 In order that the organisers know what the delegates thought about the conference, you are asked to

23.3

Decide which category each of the underlined phrases belongs to (1-7). Write the number of your answer by the correct heading.

Making suggestions

Bargaining

Reaching a compromise

ANDREA: Right, moving on then, let's come to some agreement about delivery. (1) We'd like to suggest that we aim to get the products in the shops six weeks before the fashion show.

JUAN: That's rather too soon for us. (2) What about if we go for a month before? It's a large delivery.

ANDREA: I'm not sure that's early enough really.

JUAN: OK, I understand. (3) Can we say that we'll split the delivery into two instead? (4) If you want it quicker, we'll deliver half six weeks before the show, but that delivery will have to be a premium rate.

ANDREA: The timing would be great, but I don't think we can agree to that price, especially as you'll be delivering the second half soon afterwards. (5) Perhaps if we pay a fixed cost for both together that is in between the standard and premium rates?

JUAN: OK, then, we'll calculate that. (6) That seems like a fair position.

ANDREA: Good. (7) We'll accept those two different delivery times, too. Thanks.

Test mark	/20
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