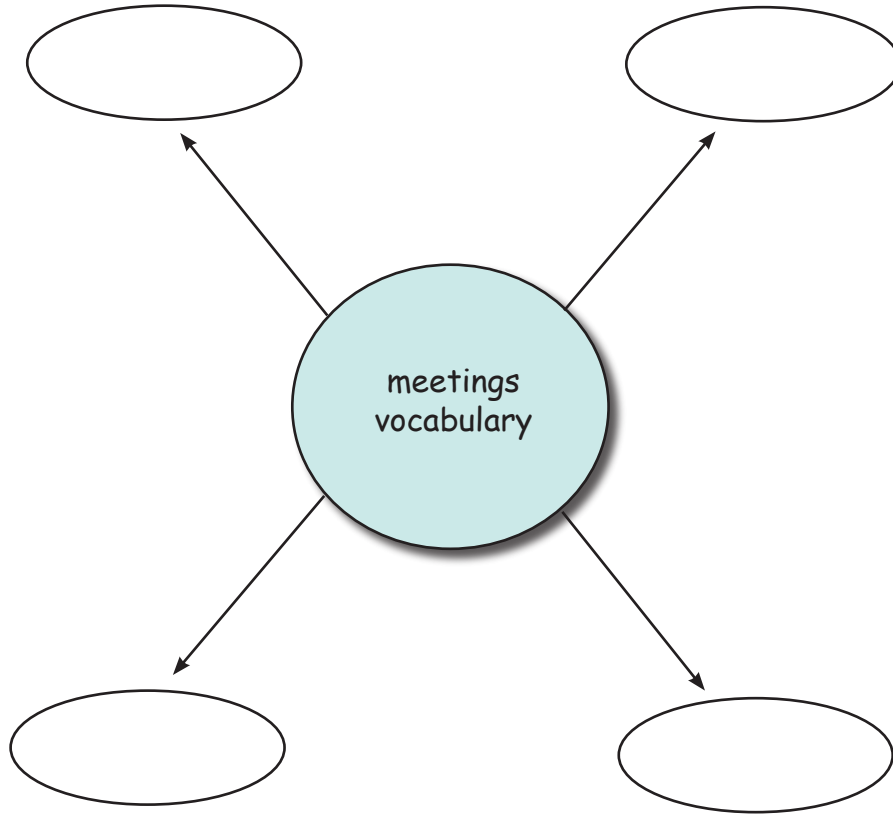


Preparing for a first meeting
by Sara Helm

Meetings vocabulary builder



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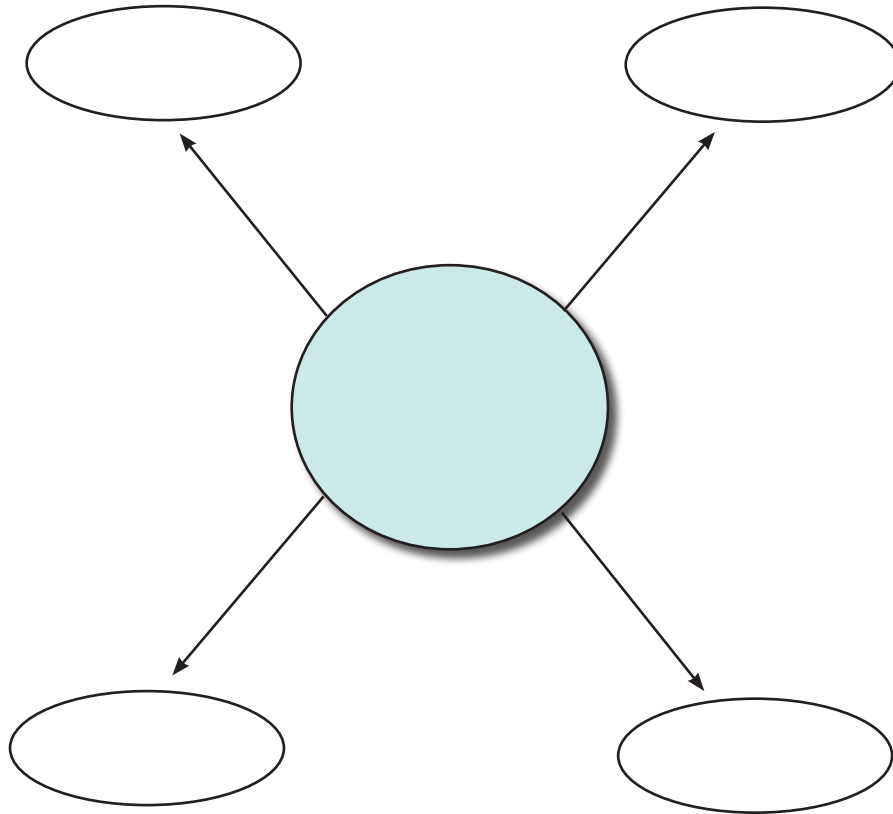
Meetings vocabulary suggestions

agenda	negotiation
action point	objectives
agreement	outcome
alternative suggestion	overview
Any Other Business	participant
attendance	participation
brainstorming session	proposal
check	progress review
chairperson	suggestion
clarification	summary
conference room	time limit
contribution	
decision	
disagreement	
discussion	
documentation	
facilities	
figures	
formal proposal	
input	
item on the agenda	
leader	
minutes	
minutes-taker	

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BUSINESS & ESP

Business vocabulary builder



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Learning notes

Grammar

Vocabulary

Collocation

Pronunciation

Word stress
