

**MEETINGS: COLLOCATIONS**

A/ Combine one word from each box to make ten common problems encountered in meetings:

communication - communication - time  
point - hidden - pulling - inadequate  
late - over - group

wasting - preparation - breakdowns -  
agendas - rank - scoring  
runs - think - starts - barriers

- 1: communication barriers
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_

- 6: \_\_\_\_\_
- 7: \_\_\_\_\_
- 8: \_\_\_\_\_
- 9: \_\_\_\_\_
- 10: \_\_\_\_\_

Which of the above mean:

- competition between colleagues? \_\_\_
- secret intentions or objectives? \_\_\_
- things which make people reluctant to talk? \_\_\_

- failing to finish on time? \_\_\_
- the need to agree at all costs? \_\_\_
- using your status to get what you want? \_\_\_
- misunderstandings? \_\_\_

B/ Complete the collocations by writing the nouns and noun phrases in the right-hand box. They are all things the leader of a meeting might do.

the agenda                      points of view  
the final decision            the main goals  
the participants                the meeting

areas of conflict                follow-up tasks  
an action plan                    the key issues  
other speakers                    troublemakers

Open	
Close	
Welcome	
Introduce	
Set	
Stick to	
Ask for	
Summarise	
Establish	
Define	
Deliberate over	
Take	

Bring in	
Shut out	
Anticipate	
Avoid	
Identify	
Discipline	
Work out	
Draw up	
Prioritise	
Assign	
Explain	
Focus on	

Which of the skills above are mostly about managing \_\_\_\_\_ the content of a meeting \_\_\_\_\_ the people present?  
Write C or P.

C/ Diplomatic disagreement: Match the examples to the disagreement strategies they exemplify:

- 1: \_\_\_ and \_\_\_      2: \_\_\_ and \_\_\_      3: \_\_\_ and \_\_\_      4: \_\_\_ and \_\_\_      5: \_\_\_ and \_\_\_

DISAGREEMENT STRATEGIES	EXAMPLES
1. Show support before you disagree	a. I think I'm going to go with Janine's idea, but tell me more about your idea first.
2. Disagree but ask for more detail	b. That's not quite how I see it, but how about looking at this a different way?
3. Check you've understood correctly	c. I'm not so sure, but maybe I'm missing something here. Run me through it again.
4. Be specific about your disagreement	d. I'm not against your whole idea, just the part about pricing.
5. Disagree but offer an alternative	e. While I agree with a lot of what you say, I think you may be exaggerating the problem.
	f. I don't quite agree with you there. However, you've given me another idea.
	g. I'm not so sure I'm going to agree with this. I'd like to hear more about it, though.
	h. Before I answer that, let me just check I understand what you're saying.
	i. I can understand exactly how you feel, but at the moment it's just not an option.
	j. It's not so much your actual plan I have a problem with as how you intend to implement it.