

MEETINGS: COLLOCATIONS / KEY

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

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|---------------------------------|----------------------|
| 1: communication barriers | 6: overruns__ |
| 2: time waste__ | 7: __point scoring__ |
| 3: __hidden agendas__ | 8: __late starts__ |
| 4: __communication breakdowns__ | 9: __pulling rank__ |
| 5: __inadequate preparation__ | 10: groupthink__ |

Which of the above mean:

- | | |
|--|---|
| competition between colleagues? _7_ | failing to finish on time? 6 |
| secret intentions or objectives? _3_ | the need to agree at all costs? 10_ |
| things which make people reluctant to talk? 1_ | using your status to get what you want? _9_ |
| | misunderstandings? 4_ |

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	The meeting	P/C
Close		
Welcome	The participants	P
Introduce		
Set	The agenda	C
Stick to		
Ask for	Points of view	P/C
Summarise		
Establish	The main goals	C
Define		
Deliberate over	The final decision	C
Take		

Bring in	Other speakers	P
Shut out		
Anticipate	Areas of conflict	P/C
Avoid		
Identify	Troublemakers	P
Discipline		
Work out	An action plan	C
Draw up		
Prioritise	Follow-up tasks	C
Assign		
Explain	The key issues	C
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: _ i and _ e_ 2: a_ and g_ 3: _c_ and h_ 4: _d_ and _ j 5: b_ and f

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.