Vocabulary

Key Vocabulary
Read the paragraph about meetings and check your understanding of the meaning of the words in bold.

Formal meetings are **scheduled** for a particular time and place. Members receive an **agenda** and a list of **items** for discussion before the meeting. The **chair(person)** starts the meeting by asking for **approval of the minutes** and for **matters arising** from the minutes of the previous meeting. As members discuss the agenda items, they may **brainstorm ideas** and can **propose solutions** or **raise issues.** They may need to **vote** on a **motion** either by a **show of hands** or by a **(secret) ballot.** If all members agree, then the result is **unanimous.** The motion is passed if the vote is unanimous or has the majority of the votes. The final agenda point is "any other business" or **AOB.** When the members have discussed the agenda items, the meeting is over If they haven't covered the items, the chairperson **adjourns** the meeting until a later date.

1 Match the words in column A with the definitions in column B.

A	B
1 AOB	a written record of what was said at a meeting
2 minutes	b be in complete agreement
3 ballot	c subjects for discussion from the last meeting
4 unanimous	d the last thing to discuss on the agenda
5 matters arising	e the person who leads a committee, board, or meeting
6 chair	f voting on paper

2 Match a word from the first box with a word or phrase from the second box and use the phrases to complete the sentences below.

propose	brainstorm	agenda	secret	motion
passed	a solution	ballot	ideas	items

1 This is a sensitive issue, so I think we should vote on it by secret ballot.
2 Can anyone _____ to the parking problem? Any ideas at all?
3 I think we should _____ for a way to promote the new store.
4 I have several_____ to discuss so this may be a long meeting.
5 The_____ after a long discussion about the issue.

3 Match the beginnings and endings of these questions from a meeting.

1 Ron, didn't you want to propose	a the minutes from the previous meeting?
2 Rose, did you want to raise	b a possible solution to the parking problem?
3 Could I see a show	C the issue of the new pension plan?
4 Do we agree to approve	d of hands for all those in favor of the motion?