1. Kids Klothes winter budget report was so alarming that Brad decided to call a meeting to discuss the issue.

2. Due to this winter’s warmer climate, the company had to sustain the most dramatic turnover drop in years.

3. Sales figures are low because expensive items such as parkas and woollen coats didn’t sell that well.

4. It is also possible that a growing number of families had to cut down on clothing expenses of lack of money of the financial crisis.

5. Moreover, a customer survey proved KidKlothes offer quite unsatisfactory, over 70% of the people on the panel considered the range of products should be widened.

6. As the company was currently planning to expand the number of outlets in the UK, I think they should seize this opportunity to test their customers’ response to cheaper items such as accessories.

7. I’m afraid Sarah won’t be able to attend the meeting, can you please fill her in about the meeting’s conclusions when she’s back?

8. Of course! Since we’re working in the same department, I would have done so anyway!

as ■ because (of) ■ due to ■ for ■ since ■ so ■ that
Business Meetings(2)

Debating and Reaching Conclusions
Sales Target Advisory Committee Meeting:
Marketing and Finance Divisions
February 3, 20.....
9am – 4:30 pm
Head Office Board Room A

9:00 1. Introducing the agenda
9:15 2. Introduction of the team
10:00 3. Coffee break in the Blue Lounge
10:30 4. Review of Winter Budget Report
12:00 5. Lunch at the Club
1:00 6. Improving next winter sales
(for decision: choose one of three options)
4:00 7. Decision Consensus by Vote
4:30 8. Adjourn
Making suggestions

**Informal**
- Shall we
- Why don’t we + Verb (BV)
- Could(n’t) we

**Formal**
- Might I suggest + Verb-Ing
- Have you thought of + Verb-Ing

**Necessity**
- We’ll have to + Verb (BV)
- We’d better + Verb (BV)
Evaluating current stock

DISAGREEING

“I see what you mean, but…”

“I’m afraid I don’t agree with…”

“I’m not sure about that.”

1. Fire the design manager?

2. pacifiers

3. no

4. yes
An innovative commercial strategy

AGREEING

“That’s worth a try…”

“That’s the best option/solution.”

“That sounds good to me.”

One-stop shopping: A maternity line for mums
Reaching a consensus

Voting

“Let’s put this to a vote.”

“Can we have a quick show of hands?”

“Can we have a vote on this?”
Promotional ideas

APPROVING WITH RETICENCE

“I agree/Yes, but…”

“I suppose that’s our only option.”

“You have a point there, but…”
Closing the meeting

Summarize

“To sum up, …”

“Shall I go over the main points?”

Suggest and agree on a follow-up

“Can we fix the next meeting, please?”

“So, the next meeting will be on (day), the (date) of (month) at (time).”

Thank the participants

“Thank you all for attending.”

“Thank you for your hard work. I think we’ve come up with a lot of good ideas.”

Adjourn

“I declare the meeting closed.”
Informing absent colleagues

YOU

ME

- Marketing meeting
  - 9-4 PM
Find the Synonyms!

**ACROSS**

3. Get away from the subject = make a ...
6. Make an offer = make a ...
7. Be conscious = be ...
8. You should hire an assistant = you should ... an assistant
9. Planning the different phases of a meeting = preparing the ...

**DOWN**

1. He was fired = he was made ...
2. Tell one’s name and position = ... oneself
3. A diminution = a ...
4. An increase = a ...
5. I don’t agree = I ...