

Business Idioms

LESSON 3

Meeting(1)



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講師のスカイプチャットにテキスト名を送って下さい

Your teacher can send you the complete material.

Please ask them to send the complete version of this material before the lesson.

- to start a meeting

Our supervisor called the meeting to order when everyone arrived in the conference room.

carry a motion

- to support or win acceptance for a motion/proposal/idea in a meeting

I was able to carry a motion to cancel the activities for next week.

circulate the agenda

- to distribute a list or other information about what will be discussed in a meeting

We circulated the agenda for the meeting one week before the meeting.