

Business Idioms

LESSON 6

Meeting(4)



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完全版テキストはレッスン前に担当講師から受け取って下さい

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.

table a discussion

- to postpone a discussion until a later time

We tabled the discussion about the salary issue until the next meeting.

take minutes

- to write down the proceedings of a meeting

I usually take minutes at the monthly club meetings.