



## Meetings vocabulary opinions practice

*Read out one of the opinions below and back it up with reasons why you think that way. Your partner should guess whether that really is your opinion or not, and then give their own reaction.*

This is just my opinion, but I think that **PowerPoint** has made meetings worse

I strongly believe that the unions should have a place in every **board meeting**

In my humble opinion, there should be a way of forcing your boss to stop **rambling** and **stick to the agenda**

I think that **the minutes** should be taken by the most junior person in the meeting

In my personal opinion, **the minutes** should be taken by whoever is best at **taking notes**

Personally, I think that everyone should **take notes** in all meetings, even if they will get a copy of **the minutes** afterwards

I really think that **small talk** at the beginning of a meeting should be kept to an absolute minimum

If you ask me, things should almost always be decided **by consensus** rather than **a show of hands**

The way I see it, meetings should just be to **rubber stamp decisions** which are made by prior individual consultation with all the people involved

In my honest opinion, **haggling over** your pay package is humiliating. It should all be decided company-wide

I would say that all meetings should have **a fag break** every hour

Frankly, most meetings are **a waste of time**

In my experience, it's better to **play it by ear** than to **decide on a fallback position** in advance

I would imagine that there's no such thing as **a win-win negotiation**

To be frank, there is no good reason for a meeting to **overrun**

If you want my opinion, I'd say that **the venue** is the most important thing for a meeting to go well

As far as I'm concerned, **a verbal agreement** is the same as a **written contract**

Not everyone will agree with me, but I think that the best way to **break a deadlock** is to bring someone else into the meeting

This might be a bit controversial but I would say that **teleconferences** are better than **face to face meetings** because they tend to be shorter

Without a doubt, **longwinded** bosses are the worst kind

I'm convinced that a **direct** chairperson is better than a **tactful** one

I'm absolutely certain that no one listens while **the minutes to the last meeting** are being read out

I'm positive that **action minutes** are the best kind

With some reservations, I'd probably say that **renegotiating agreements** is unfair business

I'm not sure about this, but I would guess that **laser pointers** look very uncool nowadays

As far as I know, **interrupting** your boss in meetings is okay in Europe and American

*Do the same, but with the person responding taking or pointing at one of the cards below to decide what opinion they should give.*

*Go through the list above and tick the ones you agree with, put a cross next to those you disagree with, and put a question mark next to those which you aren't sure about*

*Compare your answers with a partner and discuss those you have different views about*

*Check the meaning of any of the words in bold that you aren't sure about*

Strong agreement	Strong disagreement	Weak agreement	Weak or polite disagreement
Weak agreement	Strong agreement	Strong disagreement	Weak or polite disagreement
Strong agreement	Weak or polite disagreement	Strong disagreement	Weak agreement



*Without looking back at the previous worksheet, write down useful language for each of the functions you used in the activities above*

<b>Giving your opinion strongly</b>	<b>Giving your opinion weakly</b>
<b>Strong agreement</b>	<b>Strong disagreement</b>
<b>Weak agreement</b>	<b>Weak or polite disagreement</b>

*Look at the phrases on the top worksheet one more time and see if you can add anything to the table.*