What is Business Meeting. Meeting is one of the major media of oral communication. In general sense **it** is a gathering of two or more persons with the view of making decisions through discussion. Every organization, large or small, arranges good number of meetings on certain time interval to discuss and decide on different issues.

The foremost objective of any meeting is to take important decisions on some predetermined issue. Decisions are taken here on consensus and it is very crucial to take decisions on routine and non-routine business affairs. An important purpose of meeting is to provide solution to organizational problems **that** are critical and require opinions of most of the members of a board or council must be solved. Meeting is also called for reviewing and informing the progress of any project, plan and activity and so on. Form it the attendants of the meeting are able to know the present status of the projects and can provide **their** opinions to improve if there is any loophole

From the above discussion we find that meeting has great importance in business. Without **it**, business activities cannot be performed smoothly. In fact it serves important purposes for an organization.

**1**/**Read the text carefully then answer with T or F. Correct the wrong ones**

a/ Meeting is a situation when individual person discuss a specific purpose

b/ One of the purpose of meeting is to make problems to the organizations.

c/ Meeting is called for reviewing the development of any project

**2/ Answer the following questions according to the text.**

**a/** Find a suitable title to the text?

**b/** what is the definition of business meeting?

**c/** what are the main goals of Business meeting?

**3)** **Find in the text words that are closest in meaning to the following:**

Sitting - development - organize - need

**4-** Find in the text the opposite of the following words:

Roughly – minor – refuse

**5-** Mention what do these words refer to in the text:

1. it § 1
2. that §2
3. their 2
4. it § 3
5. Complete the following table with necessary:

|  |  |  |
| --- | --- | --- |
| **Noun** | **Adjective** | **Verb** |
| connecting | connected | To connect |
| decision |  |  |
|  | solved |  |
|  |  | To serve |

1. Fill the gaps with necessary :

**Have-go- give- teach-decide- spend- cost – buy - get up – get- catch**

* How did you learn to drive? My father………………….me
* Ann …………………..a lot of money yesterday . She ………………. A dress which …………………… cost 5000da
* If somebody ……………………… me 200000da , I ……………… a very long holiday.
* Every morning she … ……………… early and…………………….. ready for work
* He ………… \*not\* the bus this morning so he ……………… not to………………..

1. Here is a definition of Marketing. Complete it by inserting the following verbs in the gaps: Design, develop ,identify, influence, modify ,persuade

Marketers have to……………………………………or anticipate a costumer need; ……………………………a product or service that meets that need better than any competing products or sevices; …………………… target customers to try the product or service; and, in the long term, …………………… it to satisfy changes in consumer needs or market conditions. Marketers can …………………………….. particular features, attractive packaging, and effective advertising, that will……………………. Consumers’ wants. Marketing thus begins long before the product development, distribution, advertising, promotion, product improvement, and so on.