

## Day 44 + 45

## Vocab Review

Fill in the blanks.

1. She can be very i\_\_\_\_\_ating when she's angry.
2. The accident was the i\_\_\_\_\_able consequence of carelessness.
3. She said some very d\_\_\_\_\_eeable things.
4. The plans will have to be m\_\_\_\_\_ed to reduce costs.



## 4 Meetings/ Discussions

 **Module 4.8 Making resolutions**
 **Listening**

Listen and fill in the blanks.

A company ..... is an agreement or decision made at a meeting by the members of a company to carry out certain changes. If you want to make a proposal for action in such a meeting, you will need to "make a ....." Before making your motion, it is necessary for you to ..... the ....., and be recognized by the Chair. Wait until the floor has been ..... or is otherwise made available. The person making the motion, known as the mover, must first be recognized by the Chair as being entitled to speak; this process is known as obtaining the floor. Once the mover has obtained the floor, the mover states the motion, normally prefixed with the phrase "I ....." Generally, once the motion has been proposed, ..... by the assembly occurs only if another member of the body immediately "seconds" the motion. Once the debate has run its course, the members vote on the resolution. The Chair will ask who is in favor of the motion and count the ..... votes. The resolution is passed when the required ..... approves the resolution. Then, the Chair will announce the result, instruct the ..... officer or member to take action, and introduce the next item of business.

- Match the two parts to make sentences which can be used to make resolutions.

The motion has been  
All those in favor,  
Would anyone like  
Is there someone to

propose the motion?  
to second that?  
rejected by 10 votes to 3.  
please rise

- The following sentences are in the wrong order. Write them in the correct sequence so they all make sense.
1. Mr. Chairman. I move that the Board of Directors for the ensuing year be\* fixed at eight.
  2. I second the motion.
  3. The motion is carried: 8 for, 2 opposed, 3 abstentions.
  4. The next item of business is to fix the number of directors. Do we have a motion?
  5. All in favor of the motion, please raise your hand. Thank you. All those opposed? Abstentions?
  6. Is there a seconder for the motion?
  7. Can I ask for a show of hands?

### <GRAMMAR REVIEW> \*Subjunctive

The subjunctive is the name of a special group of verb-forms (recommended that he **be** released . . . / It is vital that he **return** immediately . . . / I wish I **were** rich . . . ) used to express a wish, a suggestion, a demand, etc.

The forms of the subjunctive are as follows:

- The Present subjunctive consists of the infinitive without to (= the bare infinitive) in all persons: e.g. I be, you be, (s)he be, we be, they be; I go, you go, (s)he go, etc.
  - The Past subjunctive exists only in 'were' in all persons: e.g. I were, you were, (s)he were, etc.
- Verbs which attract the subjunctive

The following verbs often attract the subjunctive: ask, command, demand, insist, move (=to officially make a proposal at a meeting), order, recommend, request, propose, suggest, and wish.

- Adjectives which attract the subjunctive

The following adjectives often attract the subjunctive: crucial, essential, important, imperative, necessary and vital.

### Subjunctive Exercise

Decide which answer (a, b, c, or d) best fits each gap.

1. The board recommended that the motion (a. was b. had c. be. d. has been) passed immediately.
2. It is imperative that the game (a. begins b. begin c. began d. has begun) at once.
3. I'm suggesting that he (a. reconsiders b. reconsidered c. reconsider d. is reconsidering) my proposals.
4. The police insisted that the car (a. be moved b. is moved c. was moved d. is moving) immediately.

**Module 4.9 Ending a meeting**● **AOB**

The last item on a formal agenda is AOB (Any Other Business). If a subject is not directly relevant to the discussion, a chairperson might ask that the item be dealt with under AOB.

➤ Match the two parts to make sentences which can be used to talk about AOB.

Could we deal  
Does anyone have  
Let's talk about  
Is there any other  
I have an item  
Could we talk

business that we need to discuss?  
for AOB  
over that point under AOB?  
with that point under AOB?  
that when we get to AOB.  
anything they'd like to bring up under AOB?

● **Ending a meeting**

➤ Match the two parts to make sentences which can be used to end a meeting.

I think we've just about  
I'll just go  
Let's just run through  
Mary, you're going to contact headquarters, and Jack's  
The meeting  
Thank you all very much for

coming and contributing.  
is adjourned.  
going to take care of the translation.  
who's doing what.  
through what we've agreed to today.  
covered everything.

NB: The verb 'adjourn' means 'to end a meeting for a period of time' or 'to suspend until a later stated time'.

- I declare the meeting adjourned (or closed). Thank you all for coming.
- We'll adjourn for lunch and reconvene at 1:00 p.m. to discuss the outstanding issues.

**Module 4.10 How to support your opinion by constructing a logical argument**

In business your opinions should be supported by logical arguments, which are built upon evidence that leads to a conclusion through an accepted pattern of reasoning. Six commonly used sources of supporting evidence are: definition, reasons, examples, concessions (quoting another opposing opinion = counterargument), statistics, and the testimonies of experts.

 Reading

Read the following and identify which underlined part (1 – 13) represents the opinion (O), definition (D), reasons (R), examples (E), concessions (C), statistics (S), or the testimonies of experts (T).

“Should animals be kept in zoos?”

I believe that it is quite unacceptable for animals to be kept in any zoo, which is a facility where animals are confined within enclosures and displayed to the public. When they are confined to a cage, they never have enough room to move around. Most zoo enclosures are very small, and many animals who naturally live in large herds are closely confined. And their natural hunting and mating behaviors are virtually eliminated. It is sometimes argued that it is possible for conditions in the zoo to replicate the wild animal’s natural habitat. While this may be feasible for smaller reptiles, it will never be possible for the larger mammals, such as elephants, who need acres of space to roam around in. Keeping them locked up in captivity will result in getting bored and lonely, being deprived of all control over their lives. A survey of the records of 4,500 elephants both in the wild and in captivity found that the median life span for an African elephant in a zoo was 16.9 years, whereas African elephants on a nature preserve died of natural causes at a median age of 56 years. It is true that zoos claim to provide educational opportunities, but most visitors spend only a few minutes at each display, seeking entertainment rather than enlightenment. Over the course of five summers, a curator at the National Zoo followed more than 700 zoo visitors and found that “it didn’t matter what was on display . . . people were treating the exhibits like wallpaper.” Any child, for example, can learn that an elephant has a long nose by looking at a book, and even learn more through some interactive computer links. In conclusion, I do not agree that animals should be kept in zoos.

- 1
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13

Match each definition (A – E) with today's vocabulary word (1 – 5)

### DEFINITIONS

- A. similar or related
- B. to get something
- C. to give up the control of something
- D. to officially suggest something during a meeting
- E. a formal statement on which people in an organization vote, or the decision taken as a result of this vote

1. to yield
2. resolution
3. corresponding
4. to obtain
5. to move

Fill in the blanks.

1. They were forced to y\_ \_ \_d their land to the occupying forces.
2. I m\_ \_e that we adopt the resolution.
3. Shareholders were asked to approve a r\_ \_ \_ \_ \_tion to create a special voting share.
4. Income was up compared to the c\_ \_ \_ \_ \_nding period last year.