

## **Cliché's 1:**

# **What's on the Agenda?**

## **Discussing and evaluating meetings**

### **What do we call it?**

*a meeting*

*a conference*

*a get-together*

*a discussion*

*a chat*

### **How do we organize it?**

*to call a meeting*

*to set up a meeting*

*to hold a meeting*

### **Who participates?**

*chairperson (chairman/woman)*

*participant*

*delegate*

*colleague = co-worker*

### **What's the atmosphere like?**

*positive    friendly*

*collaborative    participative*

*co-operative*

OR

*negative unfriendly*

*hostile competitive*

*uncooperative*

**What do we do?**

*discuss brainstorm*

*negotiate exchange ideas*

*propose recommend*

*decide postpone*

**What do we talk about?**

*items issues*

*points matters*

*topics subjects*

**What's the output?**

*minutes*

*reports*

*action*

*proceedings*

**What did we think of it all?**

*fruitful useful*

*productive stimulating*

*helpful interesting*

*positive*

OR

*pointless fruitless*

*useless unproductive*

*boring a waste of time*