

Meetings Vocabulary Quiz - Answers

English Club website: <https://www.englishclub.com/business-english/>

This quiz will check your understanding of words that you learned on the [meetings vocabulary](#) page.

1. We ran out of time and were forced to _____ the meeting.

allocate

address

adjourn

2. If you have a _____ please wait until Marie has finished speaking.

commence

comment

formality

3. The board members couldn't come to a _____ so they had to hold a vote.

grievance

designate

consensus

4. Markus was away on business, so _____ was assigned.

a show of hands

an apology

a proxy vote

5. Before we _____ I want to remind everyone to sign the attendance form on the way out.

wrap up

strategize

recommend

6. In his _____ the chairman thanked everyone for doing such a good job.

final agenda

last ballot

closing remarks

7. I'll _____ as soon as all of the board members take a seat.

verify

commence

brainstorm

8. Since everyone was so _____ we were able to finish the meeting early.

participant

punctual

confidential

9. We'll be discussing this year's profits at the _____ next month.

AOB

AGM

GAM

10. At the meeting, the MD put forward _____ to eliminate all part-time positions.

an action

a caution

a motion