Meetings

1.  
We can draw several \_\_\_\_\_\_\_ from this data.  
Let’s not jump to \_\_\_\_\_\_\_ without having all the facts.

2.  
Internet gaming is a thriving \_\_\_\_\_\_\_.  
The government is stepping in to regulate the \_\_\_\_\_\_\_.  
Everyone uses the QWERTY keyboard because it’s the \_\_\_\_\_\_\_ standard.

3.  
What is the monthly \_\_\_\_\_\_\_ on your car loan?  
I’m working two jobs to save enough money for a down \_\_\_\_\_\_\_ on a new home.  
They don’t accept cash on delivery, only \_\_\_\_\_\_\_ in advance.

4.  
We need to invest in a professional, modern \_\_\_\_\_\_\_ for our employees.  
The new conference center is a state-of-the-art \_\_\_\_\_\_\_ conveniently located in the downtown area.  
We’re investing millions of dollars to upgrade our \_\_\_\_\_\_\_\_.

5.  
Due to \_\_\_\_\_\_\_ constraints, we haven’t hired any additional staff this year.  
We were able to put together a prototype on a shoestring \_\_\_\_\_\_\_.  
We’re on a tight \_\_\_\_\_\_\_, so let’s shop around and make sure we’re getting the best price.

6.  
A word of \_\_\_\_\_\_\_: if it sounds too good to be true, it probably is.  
I think you need legal \_\_\_\_\_\_\_ to find out what your rights are.  
James has a lot of experience and typically gives me sound \_\_\_\_\_\_\_.[[1]](#footnote-1)

Scheduling a meeting:

* Are you available on [date] at [time]?
* How about scheduling the meeting for [day] at [time]?
* Would [date] or [date] work for you?
* I propose we meet either in the morning or afternoon on [date].
* Do you have any conflicts on [date]?
* Could you let me know your availability for [date]?
* Can you check your calendar and see if you're available on [date]?

Example dialogue:

Sarah: Hi, John. I wanted to schedule a meeting to discuss the upcoming project launch. Are you available next week?

John: Hi, Sarah. Yes, I should be available. What days are you considering?

Sarah: How about Tuesday or Wednesday? Would either of those work for you?

John: Tuesday would be better for me. Let's schedule it for Tuesday then.

Sarah: Sounds good. Let's set the meeting for Tuesday at 10:00 AM. Does that work for you?

John: Yes, that works fine. I'll mark it on my calendar.

Sarah: Perfect. I'll send you a calendar invite with all the details. Looking forward to the meeting!

John: Thank you, Sarah. I'll see you then.

Strategy Planning Meeting:

Sarah: Good morning, everyone. Thank you for joining this strategy planning meeting. Let's start by reviewing our current market position and competitive landscape. John, could you provide an analysis?

John: Sure, Sarah. Our market share has remained stagnant over the past year, and we're facing increased competition from new entrants. We need to develop strategies to regain our market leadership.

Emily: I suggest we focus on expanding into emerging markets. There's significant growth potential there.

Sarah: That's an excellent point, Emily. Let's brainstorm innovative strategies to penetrate those markets while considering resource allocation and budget constraints.

Sales Performance Review Meeting:

Michael: Good afternoon, everyone. Let's begin our sales performance review meeting. Mark, please present the sales figures for the last quarter.

Mark: Thank you, Michael. We fell short of our sales targets by 10%. Our team struggled to convert leads into customers, especially in the enterprise segment.

Michelle: To address this, I suggest we focus on improving our lead qualification process and providing targeted training to our sales representatives.

Michael: I agree, Michelle. We should also analyze customer feedback to identify any pain points and adjust our sales strategies accordingly.

1. Solutions: conclusions; industry; payment; facility; budget; advice [↑](#footnote-ref-1)