

4- **Department /departmental meeting.**

5- **Meeting with suppliers**, for example to negotiate prices for an order.

6- **Meeting with customer**, for example to discuss a contract.

7- **Board meeting:** an official, formal meeting of a company's directors.

8- **Annual general meeting / (AGM); annual meeting (AmE):** where shareholders discuss the company's annual report.

9-**EGM: extraordinary general meeting:** shareholders' meeting to discuss an important issue such as a proposed merger.

Practice two: look above. At which type of meeting would you be most likely to hear each of these things?

- I'm pleased to announce another good year for shareholders of this company
- I know this sounds crazy, but how about giving away 100,000 free samples?
- Things in the sales department are getting out of control. We should all start making a real effort.
- So, you think you can provide 10.000 a month at a unit cost of £4.90?
- Have you heard? Suzane is being fired: apparently her sales figures aren't good enough ☹ .
- That's a deal then. Looking forward to working with you. I'm sure you won't be disappointed.
- Amazingly, we're ahead of schedule on this project.
- I recommended to shareholders that you accept Mega book's offer for our company.
- As you know, Megabook wants to buy this company. As chief financial officer, what do you think of their offer, saleem?

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