

Business Idioms

LESSON 3

Meeting(1)



adjourn a meeting

- to end a meeting

We adjourned the meeting until the next day.

call a meeting to order

- to start a meeting

Our supervisor called the meeting to order when everyone arrived in the conference room.

carry a motion

- to support or win acceptance for a motion/proposal/idea in a meeting

I was able to carry a motion to cancel the activities for next week.

circulate the agenda

- to distribute a list or other information about what will be discussed in a meeting

We circulated the agenda for the meeting one week before the meeting.