## A MEETING KEY WORDS

to adjourn

to antecipate

to arrange

to attend

to avoid

to begin

to cancel

to chair

to claim

to close

to conduct

to control

to fix

to forget

to have

to interrupt

to kick off

to miss

to open

to organise

to postpone

to rearrange

to request

to reschedule

to schedule

to set up

to sponsor

to start

a meeting