

Homework: \_\_\_\_\_


## Conferences

Every **professional** spends a **great amount of time** (a) \_\_\_\_\_ conferences (meetings). Conferences may **involve** only two people or many people. They may be informal conversations or **highly formal** group meetings. Whatever the (1) \_\_\_\_\_ of the conference, you (b) \_\_\_\_\_ be **well prepared**.

**Be certain** to find out (2) \_\_\_\_\_ what the purpose of the conference is going to be. The purpose is usually **defined by** the *agenda*, a list of **topics** in the (c) \_\_\_\_\_ they are to be discussed. Are you going to (3) \_\_\_\_\_ a problem? Plan a course of action? (d) \_\_\_\_\_ a final decision on action? Before (4) \_\_\_\_\_ always **clarify exactly** what the topic(s) of discussion will be.

**Formulate** your (e) \_\_\_\_\_ **objectives** before the meeting. Knowing what you want out of the meeting does not, however, mean that you have to be too **insistent** or (5) \_\_\_\_\_. You must also understand what other people want (f) \_\_\_\_\_, **in some measure**, compromise.

To help **attain** your own (6) \_\_\_\_\_, try to **determine in advance** what the others will be wanting. (g) \_\_\_\_\_ yourself to know not only the **subject matter** of the topic of discussion, but also to know the **views and opinions of others** in the meeting.

Finally, (h) \_\_\_\_\_ written and **mental notes to aid** your **oral participation** in the meeting. Oral conference **skills** can be extremely (7) \_\_\_\_\_, but they are most helpful when you **are familiar with** the subject of the conference and the views of the other (8) \_\_\_\_\_. 



- 1) **Natural**
- 2) **Precise**
- 3) **Clarification**
- 4) **Attendance**

- 5) **Argue**
- 6) **Objective**
- 7) **Value**
- 8) **Participate**