## Company and community

- meetings expressions
- adjectives for talking about ethics
- CSR collocations

6.2 Vocabulary Meetings, ethical behaviour and social performance

## Meetings

1 Match up the beginnings of phrases you might use in a meeting 1–12 with the endings a–l.

- 1 I have received two-
- 2 Has everybody received
- 3 If we can't agree, I think we should take
- 4 It's getting late, so I propose we close
- 5 I think this would be a good time to break
- 6 We have lots to discuss, so let's stick to
- 7 It's five past nine, so I'd better open
- 8 Can we start by approving
- 9 We seem to have reached
- 10 That's interesting, but I think we're getting
- 11 I'll just give out this
- 12 Before we finish, we need to deal with
- 2 Which phrases would you probably use:
- 1 at the beginning of a meeting?

- a) a copy of the agenda?
- b) the meeting.
- c) apologies for absence.
- d) the agenda.
- e) a vote.
- f) for lunch.
- g) side-tracked.
- h) any other business.
- i) handout.
- the meeting.
- k) a unanimous decision.
- l) the minutes of the last meeting?
- 2 at the end of a meeting?

## **Adjectives**

Match the adjectives in bold in the article with the definitions below, as in the example.



## ELASTIC ETHICS

It was Groucho Marx who said that if people didn't like his principles, he had others.

And unfortunately, business people and companies are not always as **reliable** or as **trustworthy** as we would like. Product descriptions are frequently not as **accurate** as they could be, for example when listing ingredients used in foodstuffs. Service is not always as **prompt** as we expect, even in so-called fast-food restaurants. But it is perhaps in the world of advertising where ethical standards seem to be the most elastic. Advertisements are frequently **deceptive** and often **confusing** or deliberately **misleading**, sometimes making extravagant promises. No doubt advertisers are neither more **dishonest** nor any less **altruistic** than the rest of us; they do not often make obviously **false** claims. It's just that, like Groucho, they sometimes seem a little too economical with the truth.

1	immediate or quick	prompt
2	willing to do things which are not honest	
3	intended to make someone believe something that is not true	
4	appearing different from the way it really is	
5	able to be trusted as honest	
6	dependable	
7	complicated, not easy to understand	
8	not true	
9	having a selfless concern for others' well-being	
0	correct or true in every detail	·