

## ILL & SICK



**Ill** and **sick** are both used to mean "unwell". (In American English **ill** is less usual except in a formal style).

**Ill** is not very common before a noun. I'm looking after my **sick** sister.  
**Be sick** can mean "**vomit**". I feel I am going to be sick.

## THE IMPORTANCE OF SUMMARIZING A MEETING



### To check understanding

"Let me just check that I've understood correctly."

"If I've understood correctly, what you are saying is... is that right?"

### To judge the degree of agreement in the meeting

"At this point, shall we **go over** what we've agreed **so far**?"

Can I **sum up** what has been said up to now?

### To clarify what has been agreed

"So, let's just summarize what we have agreed."

"To sum up, we have **agreed on** the following points..."

### To confirm what action needs to be taken

"Now let's **go through** who should do what by when."

"Let's **list** the action points we've agreed on."



## VOCABULARY

**judge** [dʒʌdʒ] - posoudit

**degree** [di'gri:] - stupeň, míra

**go over** [gəʊ 'əʊvə] - projít

**so far** [səʊ 'fɑ:] - dosud, zatím

**sum up** [sʌm 'ʌp] - shrnout

**agree on** [ə'gri: ɒn] - dohodnout se na

**go through** [gəʊ 'θru:] - probrat, projít

**list** [lɪst] - udělat seznam

## QUIZ: TEST YOUR KNOWLEDGE



### Fill in sick or ill.

1. I was \_\_\_\_\_ three times last night.
2. George was not able to come to the meeting because he was \_\_\_\_\_.
3. Mary is staying home with her \_\_\_\_\_ daughter.
4. I ate something awful yesterday and was \_\_\_\_\_ afterwards.

KEY: 1. sick, 2. sick / ill, 3. sick, 4. Sick