



MEETINGS

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1. Before the Meeting

Work with a partner. Ask and answer the questions.

1. Have you ever been in a meeting?
2. What do people usually talk about in a meeting?
3. What makes a meeting good?
4. What can make a meeting difficult?
5. Do you prefer short meetings or long meetings? Why?



2. Meeting Vocabulary

Match the words with the meanings.

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|---------------|--|
| 1. agenda | a. an idea about what people should do |
| 2. meeting | b. to have the same idea as another person |
| 3. discussion | c. a list of things to talk about in a meeting |
| 4. opinion | d. a time when people meet to talk about something |
| 5. suggestion | e. to have a different opinion |
| 6. decision | f. what you think about something |
| 7. agree | g. talking about a subject with other people |
| 8. disagree | h. a choice that people make after talking |

Answers: 1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 ____ 7 ____ 8 ____

3. What Can You Say in a Meeting?

Match each situation with a useful sentence.

- | | |
|--|---|
| 1. You want to give your opinion. | a. "Could you explain that again?" |
| 2. You want another person to explain. | b. "I agree with you." |
| 3. You agree with someone. | c. "Can I ask a question?" |
| 4. You disagree politely. | d. "In my opinion, we should wait." |
| 5. You want to make a suggestion. | e. "I see your point, but I have a different idea." |
| 6. You want to ask a question. | f. "Why don't we try this?" |

Answers: 1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 ____

4. Choose the Better Sentence

Circle A or B.

1. A. "I want to say something."
B. "Can I add something?"
2. A. "You are wrong."
B. "I'm not sure I agree."
3. A. "Explain again."
B. "Could you explain that again, please?"
4. A. "Do this."
B. "Why don't we try this?"
5. A. "I don't understand you."
B. "Sorry, could you explain what you mean?"

REAL ENGLISH BOX

These phrases are common in real meetings

- "Can I add something?"
- "I see your point."
- "That's a good point."
- "I'm not sure I agree."
- "Why don't we...?"
- "Could you explain that again?"
- "What do you think?"

5. Quick Speaking Practice

Choose three phrases from the Real English Box. Make your own sentences.

1. _____
2. _____
3. _____

Teacher's Key

2. Meeting Vocabulary

1-c, 2-d, 3-g, 4-f, 5-a, 6-h, 7-b, 8-e

3. What Can You Say in a Meeting?

1-d, 2-a, 3-b, 4-e, 5-f, 6-c

4. Choose the Better Sentence

1-B, 2-B, 3-B, 4-B, 5-B