



MEETINGS

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1. What Do You Think?

Work with a partner. Choose one answer and explain why.

1. What is most important in a meeting?

- ☐ Good preparation
- ☐ Good communication
- ☐ Making decisions
- ☐ Finishing on time

2. What is the biggest problem in meetings?

- ☐ People talk too much
- ☐ People do not listen
- ☐ People arrive late
- ☐ People do not prepare

3. What makes a good team member?

- ☐ Listening
- ☐ Helping others
- ☐ Sharing ideas
- ☐ Being responsible

2. Give Your Opinion

Complete the sentences with your own ideas.

1. In my opinion, a good meeting _____.
2. I think meetings are useful when _____.
3. I don't think meetings should _____.
4. One problem with meetings is _____.
5. I believe people should _____.

3. Agree or Disagree?

Read each statement. Say if you agree or disagree. Give one reason.

Example: "Meetings should always be short." "I agree because people are usually busy."

1. "Everyone should speak in a meeting."
2. "Meetings should start exactly on time."
3. "Online meetings are better than face-to-face meetings."
4. "The manager should make all the decisions."
5. "A meeting without an agenda is usually a waste of time."

4. Useful Language

Choose a phrase from the box to complete each sentence.



1. _____, we need more time.
2. "We should ask the customer." "_____."
3. "Everyone should work from home." "_____. Some people need to work together."
4. "We could have the meeting tomorrow." "_____."
5. "The meeting should start at 9:00." "_____."

I agree.
I don't agree.
In my opinion...
I see your point.
That's a good idea.
I'm not sure about that.

5. Two-Minute Discussion

Work with a partner. Choose ONE topic.

- Should meetings be limited to 30 minutes?
- Should people use their phones during meetings?
- Should everyone speak in a meeting?

Student A: Give your opinion and one reason.

Student B: Give your opinion and one reason.

Then ask each other:

“What do you think?”

Teacher's Key

Activity 4 – Possible answers:

1. In my opinion
2. That's a good idea / I agree
3. I don't agree / I'm not sure about that
4. That's a good idea / I agree
5. I agree / I'm not sure about that

For Activities 1, 3 and 5, accept different answers if students give a clear reason.