



MEETINGS

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1. A Common Meeting Problem

Read the situation. Then answer the questions.

Maria is in a meeting. Her manager is explaining a new project, but Maria does not understand one part of the plan. She wants to ask a question, but another person is speaking.

What should Maria do?

- ☐ Interrupt loudly.
- ☐ Wait for a suitable moment and ask politely.
- ☐ Say nothing, even though she does not understand.

Why?

2. Polite Ways to Interrupt	Match the situation with the sentence.
1. You want to add an important point.	a. "Sorry to interrupt, but can I ask something?"
2. You want to ask a question.	b. "Can I just add something?"
3. You want to correct information.	c. "Sorry, can I check one thing?"
4. You want the speaker to stop for a moment.	d. "Sorry to interrupt, but I think there is a small mistake."

Answers: 1 ___ 2 ___ 3 ___ 4 ___

3. When You Don't Understand

Choose the best sentence.

1. You don't understand a word.	2. You did not hear someone.
1. A. "What is this?" B. "Sorry, what does that mean?" C. "I don't know."	A. "Say again." B. "What?" C. "Sorry, I didn't hear that. Could you repeat it?"
3. The speaker is talking too quickly.	4. You understand part of the idea but need more information.
A. "Could you speak a little more slowly, please?" B. "Slow down." C. "You speak too fast."	A. "What?" B. "Could you give me a little more information about that?" C. "I don't understand."

4. Complete the Conversation

Use the phrases in the box.

Could you repeat that?	Can I add something?
What do you mean by that?	Could you explain that?

A: We need to change the delivery system next month.

B: Sorry, _____?

A: I mean that we will use a different company.

C: _____? I have an idea.

A: Sure.

C: I think we should compare two companies first.

B: Sorry, I didn't hear the last part.

C: No problem. _____?

B: Thanks. Now I understand.

REAL ENGLISH BOX

Instead of:	5. Practice
Instead of: ✗ "What?" ✗ "I don't understand." ✗ "Speak slowly." ✗ "Stop. I have something to say." Try: ✓ "Sorry, what do you mean?" ✓ "Could you explain that?" ✓ "Could you speak a little more slowly, please?" ✓ "Can I add something?"	Work with a partner. Student A speaks about a simple topic for 30 seconds. Student B must: • ask one question • interrupt politely once • ask for clarification once Then change roles.

Teacher's Key

2. Polite Ways to Interrupt

1-b, 2-a, 3-d, 4-c

3. When You Don't Understand

1-B, 2-C, 3-A, 4-B

4. Complete the Conversation

1. Could you repeat that?
2. Can I add something?
3. Could you repeat that? / Could you explain that?

Accept either natural answer for the final blank if the meaning is correct.