

Meeting English — A1

Lesson 1: Basic Meeting Words

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
meeting	<i>noun</i>	a time when people come together to talk	We have a meeting every Monday.
agenda	<i>noun</i>	a list of topics to discuss in a meeting	Please read the agenda before the meeting.
chair	<i>noun/verb</i>	the person who leads a meeting / to lead a meeting	She will chair today's meeting.
start	<i>verb</i>	to begin	The meeting will start at 9 am.
finish	<i>verb</i>	to end	The meeting will finish at 10 am.
attend	<i>verb</i>	to go to a meeting or event	All team members must attend the meeting.
speak	<i>verb</i>	to say words; to talk	Please speak clearly so everyone can hear you.
listen	<i>verb</i>	to pay attention to what someone says	Please listen carefully during the meeting.
agree	<i>verb</i>	to have the same opinion as someone else	We all agree on the next steps.
question	<i>noun</i>	something you ask when you want information	Do you have a question?

Exercise 1: True or False

Read each statement. Write True or False on the line.

1. A meeting is a time when people come together to talk. _____
2. An agenda is a list of people at the meeting. _____
3. To chair a meeting means to lead it. _____
4. To attend a meeting means to leave early. _____
5. To agree means to have the same opinion. _____
6. A question is something you ask to get information. _____
7. To finish means to begin something. _____
8. To listen means to pay attention to what someone says. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. What is an agenda?
a) A list of people b) A list of topics c) A list of rooms d) A list of dates
2. Which word means to go to a meeting?
a) speak b) finish c) attend d) agree
3. She will _____ today's meeting.
a) listen b) question c) chair d) start
4. Please _____ carefully during the meeting.
a) finish b) attend c) start d) listen
5. We all _____ on the next steps.
a) chair b) agree c) speak d) attend
6. The meeting will _____ at 9 am.
a) finish b) question c) start d) agree
7. Do you have a _____?
a) start b) meeting c) question d) listen
8. Please _____ clearly so everyone can hear.
a) attend b) speak c) agree d) finish

Exercise 3: Matching

Match each word or phrase (1–8) with its definition (a–h).

- | | |
|-------------|---|
| 1. meeting | a. to go to a meeting |
| 2. agenda | b. to pay attention to what someone says |
| 3. chair | c. a list of topics to discuss |
| 4. attend | d. to say words |
| 5. agree | e. something you ask to get information |
| 6. speak | f. a time when people come together to talk |
| 7. listen | g. to have the same opinion |
| 8. question | h. the person who leads the meeting |

Exercise 4: Gap Fill

Word bank: agenda | meeting | agree | listen | attend | question | speak | chair

1. Please read the _____ before the meeting.
2. All team members must _____ the meeting.
3. She will _____ today's meeting.
4. Please _____ clearly so everyone can hear.
5. We have a _____ every Monday morning.

6. Please _____ carefully to the speaker.
7. Do you have a _____ about the agenda?
8. We all _____ on the next steps.

Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. We / have / a / meeting / every / Monday.
2. Please / read / the / agenda / before / the / meeting.
3. She / will / chair / today's / meeting.
4. All / team / members / must / attend / the / meeting.
5. Please / speak / clearly / so / everyone / can / hear.
6. Please / listen / carefully / during / the / meeting.
7. We / all / agree / on / the / next / steps.
8. Do / you / have / a / question?

Exercise 6: Word Sort

Sort the words into the correct category.

Words: agree | speak | attend | listen | question | finish | agenda | chair | start | meeting

Nouns					
_____	_____	_____			
Verbs					
_____	_____	_____	_____	_____	_____
Noun or Verb					

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Anna: Good morning. Let's _____ the meeting.

Ben: OK. Do we have an _____?

Anna: Yes. I will _____ today's meeting.

Ben: Will everyone _____?

Anna: Yes. Please _____ carefully.

Ben: I have a _____ about the first topic.

Anna: Please _____ and we will all listen.

Ben: I _____ with the plan. Let's continue.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

1. True
2. False
3. True
4. False
5. True
6. True
7. False
8. True

Exercise 2: Multiple Choice — Answers

1. b) A list of topics
2. c) attend
3. c) chair
4. d) listen
5. b) agree
6. c) start
7. c) question
8. b) speak

Exercise 3: Matching — Answers

1. meeting → f) a time when people come together to talk
2. agenda → c) a list of topics to discuss
3. chair → h) the person who leads the meeting
4. attend → a) to go to a meeting
5. agree → g) to have the same opinion
6. speak → d) to say words
7. listen → b) to pay attention to what someone says
8. question → e) something you ask to get information

Exercise 4: Gap Fill — Answers

1. agenda
2. attend
3. chair
4. speak
5. meeting
6. listen
7. question
8. agree

Exercise 5: Word Order — Answers

1. We have a meeting every Monday.

2. Please read the agenda before the meeting.
3. She will chair today's meeting.
4. All team members must attend the meeting.
5. Please speak clearly so everyone can hear.
6. Please listen carefully during the meeting.
7. We all agree on the next steps.
8. Do you have a question?

Exercise 6: Word Sort — Answers

Nouns: meeting, agenda, question

Verbs: start, finish, attend, speak, listen, agree

Noun or Verb: chair

Exercise 7: Complete the Conversation — Answers

1. Anna: Good morning. Let's start the meeting.
2. Ben: OK. Do we have an agenda?
3. Anna: Yes. I will chair today's meeting.
4. Ben: Will everyone attend?
5. Anna: Yes. Please listen carefully.
6. Ben: I have a question about the first topic.
7. Anna: Please speak and we will all listen.
8. Ben: I agree with the plan. Let's continue.