

## Meeting English — B1

# Lesson 1: Chairing and Facilitating

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

### Vocabulary

Word	Type	Definition	Example
<b>facilitate</b>	<i>verb</i>	to make a process or meeting easier and more effective	The trainer will facilitate the workshop.
<b>chairperson</b>	<i>noun</i>	the person who leads and manages the meeting	The chairperson opened the meeting at 9 am.
<b>allocate</b>	<i>verb</i>	to assign time, tasks, or resources to specific people or purposes	We need to allocate ten minutes to each speaker.
<b>timekeeper</b>	<i>noun</i>	the person responsible for monitoring time during a meeting	The timekeeper reminded us we had five minutes left.
<b>quorum</b>	<i>noun</i>	the minimum number of people needed for a meeting to be valid	We cannot vote because we don't have a quorum.
<b>adjourn</b>	<i>verb</i>	to officially end or pause a meeting until a later time	The chairperson adjourned the meeting until Thursday.
<b>moderate</b>	<i>verb</i>	to manage a discussion to keep it balanced and on topic	She was asked to moderate the panel discussion.
<b>intervene</b>	<i>verb</i>	to become involved in a situation to change or influence it	The chairperson had to intervene when the debate became heated.
<b>oversee</b>	<i>verb</i>	to watch over and manage a process or activity	Her role is to oversee the decision-making process.
<b>wrap up</b>	<i>phrasal verb</i>	to bring something to a conclusion	Let's wrap up this agenda item and move on.

### Exercise 1: True or False

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

1. A quorum is the minimum number of people needed for a meeting to be valid. \_\_\_\_\_
2. To adjourn a meeting means to start it. \_\_\_\_\_
3. The chairperson leads and manages the meeting. \_\_\_\_\_
4. To facilitate means to make a process more difficult. \_\_\_\_\_
5. To wrap up means to bring something to a conclusion. \_\_\_\_\_

6. A timekeeper monitors time during a meeting. \_\_\_\_\_
7. To intervene means to leave a meeting. \_\_\_\_\_
8. To oversee means to watch over and manage a process. \_\_\_\_\_

### Exercise 2: Multiple Choice

Circle the correct answer.

1. The \_\_\_\_\_ opened the meeting at 9 am.  
a) timekeeper b) quorum c) chairperson d) moderator
2. We cannot vote because we don't have a \_\_\_\_\_ .  
a) quorum b) agenda c) chairperson d) motion
3. The trainer will \_\_\_\_\_ the workshop.  
a) adjourn b) oversee c) allocate d) facilitate
4. Let's \_\_\_\_\_ this agenda item and move on.  
a) intervene b) moderate c) wrap up d) allocate
5. We need to \_\_\_\_\_ ten minutes to each speaker.  
a) oversee b) intervene c) allocate d) adjourn
6. She was asked to \_\_\_\_\_ the panel discussion.  
a) wrap up b) moderate c) adjourn d) facilitate
7. The chairperson had to \_\_\_\_\_ when the debate became heated.  
a) oversee b) allocate c) intervene d) moderate
8. The chairperson \_\_\_\_\_ the meeting until Thursday.  
a) wrapped up b) intervened c) adjourned d) facilitated

### Exercise 3: Matching

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

- |                |   |
|----------------|---|
| 1. facilitate  | a. to assign time or tasks to specific people       |
| 2. chairperson | b. the person who leads the meeting                 |
| 3. allocate    | c. to officially end or pause a meeting             |
| 4. timekeeper  | d. to bring something to a conclusion               |
| 5. quorum      | e. the minimum number of people for a valid meeting |
| 6. adjourn     | f. to manage a discussion to keep it on topic       |
| 7. moderate    | g. the person who monitors time                     |
| 8. wrap up     | h. to make a process easier and more effective      |

### Exercise 4: Gap Fill

**Word bank:** facilitate | moderate | wrap up | intervene | quorum | oversee | adjourned | allocate

1. The trainer will \_\_\_\_\_ the workshop.

2. We cannot vote because we don't have a \_\_\_\_\_ .
3. We need to \_\_\_\_\_ ten minutes to each speaker.
4. The chairperson \_\_\_\_\_ the meeting until Thursday.
5. She was asked to \_\_\_\_\_ the panel discussion.
6. The chairperson had to \_\_\_\_\_ when the debate became heated.
7. Her role is to \_\_\_\_\_ the decision-making process.
8. Let's \_\_\_\_\_ this agenda item and move on.

### Exercise 5: Word Order

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

1. The / trainer / will / facilitate / the / workshop.
2. We / cannot / vote / without / a / quorum.
3. We / need / to / allocate / ten / minutes / to / each / speaker.
4. The / chairperson / adjourned / the / meeting / until / Thursday.
5. She / was / asked / to / moderate / the / panel / discussion.
6. The / chairperson / had / to / intervene / when / the / debate / became / heated.
7. Her / role / is / to / oversee / the / decision-making / process.
8. Let's / wrap / up / this / agenda / item / and / move / on.

### Exercise 6: Word Sort

Sort the words into the correct category.

**Words:** oversee | moderate | adjourn | intervene | quorum | allocate | timekeeper | wrap up | facilitate | chairperson

Nouns						
_____	_____	_____				
Verbs						
_____	_____	_____	_____	_____	_____	_____
-	-	-	-	-	-	-

### Exercise 7: Complete the Conversation

Fill in the missing word in each line.

**Chair:** Good morning. I will \_\_\_\_\_ today's session.

**Sam:** Do we have a \_\_\_\_\_?

**Chair:** Yes, we do. I'll \_\_\_\_\_ five minutes per item.

**Sam:** I can act as \_\_\_\_\_ if you like.

**Chair:** Perfect. I'll \_\_\_\_\_ the discussion.

**Sam:** Should you \_\_\_\_\_ if someone speaks too long?

**Chair:** Yes. I'll \_\_\_\_\_ the whole process.

**Sam:** And when do we \_\_\_\_\_?

## ■ 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. c) chairperson
2. a) quorum
3. d) facilitate
4. c) wrap up
5. c) allocate
6. b) moderate
7. c) intervene
8. c) adjourned

### Exercise 3: Matching — Answers

1. facilitate → h) to make a process easier and more effective
2. chairperson → b) the person who leads the meeting
3. allocate → a) to assign time or tasks to specific people
4. timekeeper → g) the person who monitors time
5. quorum → e) the minimum number of people for a valid meeting
6. adjourn → c) to officially end or pause a meeting
7. moderate → f) to manage a discussion to keep it on topic
8. wrap up → d) to bring something to a conclusion

### Exercise 4: Gap Fill — Answers

1. facilitate
2. quorum
3. allocate
4. adjourned
5. moderate
6. intervene
7. oversee
8. wrap up

### Exercise 5: Word Order — Answers

1. The trainer will facilitate the workshop.

2. We cannot vote without a quorum.
3. We need to allocate ten minutes to each speaker.
4. The chairperson adjourned the meeting until Thursday.
5. She was asked to moderate the panel discussion.
6. The chairperson had to intervene when the debate became heated.
7. Her role is to oversee the decision-making process.
8. Let's wrap up this agenda item and move on.

### **Exercise 6: Word Sort — Answers**

**Nouns:** chairperson, timekeeper, quorum

**Verbs:** facilitate, allocate, adjourn, moderate, intervene, oversee, wrap up

### **Exercise 7: Complete the Conversation — Answers**

1. Chair: Good morning. I will facilitate today's session.
2. Sam: Do we have a quorum?
3. Chair: Yes, we do. I'll allocate five minutes per item.
4. Sam: I can act as timekeeper if you like.
5. Chair: Perfect. I'll moderate the discussion.
6. Sam: Should you intervene if someone speaks too long?
7. Chair: Yes. I'll oversee the whole process.
8. Sam: And when do we wrap up?