

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 on Monday.
agenda	<i>noun</i>	a list of things to talk about in a meeting	Please read the agenda before the meeting.
chair	<i>verb</i>	to lead or run a meeting	She will chair today's meeting.
start	<i>verb</i>	to begin	The meeting will start at 9 o'clock.
finish	<i>verb</i>	to end	What time does the meeting finish?
attend	<i>verb</i>	to go to a meeting	All staff must attend the meeting.
speak	<i>verb</i>	to say something	Please speak clearly in the meeting.
listen	<i>verb</i>	to pay attention to what someone says	It is important to listen in a meeting.
agree	<i>verb</i>	to say yes to an idea	We all agree with the plan.
question	<i>noun</i>	something you ask when you want to know more	Do you have a question for the team?

Exercise 1: True or False

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

1. An agenda is a list of topics for a meeting. _____
2. To chair a meeting means to sleep during it. _____
3. You attend a meeting when you go to it. _____
4. A meeting always starts at 9 o'clock. _____
5. You speak when you say something in a meeting. _____
6. To agree means to say no to an idea. _____
7. A question is something you ask to learn more. _____
8. You listen when you pay attention to someone talking. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. What do you call the list of topics for a meeting?
a) agenda b) chair c) question d) finish
2. To _____ a meeting means to lead it.
a) attend b) chair c) finish d) listen
3. She is not here today. She cannot _____ the meeting.
a) agree b) speak c) attend d) start
4. He wants to know more. He asks a _____.
a) meeting b) question c) agenda d) start
5. The meeting will _____ at 10 am.
a) finish b) agree c) listen d) start
6. They all said yes. They all _____ with the plan.
a) attend b) speak c) agree d) chair
7. Please be quiet and _____ to the manager.
a) finish b) listen c) start d) question
8. The boss will _____ today's meeting.
a) listen b) finish c) chair d) agree

Exercise 3: Matching

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

- | | |
|------------|---|
| 1. meeting | a. a list of topics for a meeting |
| 2. agenda | b. to say something out loud |
| 3. attend | c. to pay careful attention |
| 4. speak | d. to say yes to an idea |
| 5. agree | e. to come to an end |
| 6. finish | f. to lead a meeting |
| 7. listen | g. to go to a meeting |
| 8. chair | h. a time when people come together to talk |

Exercise 4: Gap Fill

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

1. The _____ is at 2 pm in the main room.
2. Please read the _____ before we start.
3. She will _____ the meeting today.
4. We all _____ that Monday is a good day.
5. Please _____ carefully to the instructions.

6. Do you have a _____ about the report?
7. All team members must _____ the meeting.
8. What time does the meeting _____ ?

Exercise 5: Word Order

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

1. starts / at / nine. / meeting / The
2. Please / Monday. / on / the / meeting / attend
3. today's / She / chair / will / meeting.
4. you / question? / have / a / Do
5. with / agree / We / all / plan. / the
6. carefully / the / Please / listen / to / manager.
7. table. / agenda / is / The / the / on
8. the / time / finish? / meeting / does / What

Exercise 6: Word Sort

Sort the words into the correct category.

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

Noun				
_____	_____	_____	_____	_____

Verb				
_____	_____	_____	_____	_____

Both	
_____	_____

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

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

Ben: Good morning. I have a _____ about the agenda.

Anna: Of course. Please _____.

Ben: When does this meeting _____?

Anna: At 11 o'clock. Do you _____?

Ben: Yes, I _____. That is fine.

Anna: Good. Please _____ to the first point.

Ben: OK. I will _____ to everything carefully.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. a) agenda
2. b) chair
3. c) attend
4. b) question
5. d) start
6. c) agree
7. b) listen
8. c) chair

Exercise 3: Matching — Answers

1. meeting → h) a time when people come together to talk
2. agenda → a) a list of topics for a meeting
3. attend → g) to go to a meeting
4. speak → b) to say something out loud
5. agree → d) to say yes to an idea
6. finish → e) to come to an end
7. listen → c) to pay careful attention
8. chair → f) to lead a meeting

Exercise 4: Gap Fill — Answers

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

Exercise 5: Word Order — Answers

1. The meeting starts at nine.

2. Please attend the meeting on Monday.
3. She will chair today's meeting.
4. Do you have a question?
5. We all agree with the plan.
6. Please listen carefully to the manager.
7. The agenda is on the table.
8. What time does the meeting finish?

Exercise 6: Word Sort — Answers

Noun: meeting, agenda, question

Verb: attend, speak, agree, listen, finish

Both: chair, start

Exercise 7: Complete the Conversation — Answers

1. Anna: Good morning. Let's start the meeting.
2. Ben: Good morning. I have a question about the agenda.
3. Anna: Of course. Please speak.
4. Ben: When does this meeting finish?
5. Anna: At 11 o'clock. Do you agree?
6. Ben: Yes, I agree. That is fine.
7. Anna: Good. Please listen to the first point.
8. Ben: OK. I will attend to everything carefully.