

Meeting English — A1

Lesson 2: People and Roles

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
host	<i>noun</i>	the person who organises and runs the meeting	The host welcomes everyone at the start.
guest	<i>noun</i>	a person who is invited to attend	We have a guest from the London office today.
manager	<i>noun</i>	a person who is in charge of a team	The manager will present the monthly results.
team	<i>noun</i>	a group of people who work together	The whole team is in the meeting room.
member	<i>noun</i>	one person in a group or team	Every member must give a short update.
organise	<i>verb</i>	to plan and prepare something	Can you organise the next meeting?
invite	<i>verb</i>	to ask someone to come to a meeting	Please invite all department heads.
present	<i>verb</i>	to show or explain something to a group	She will present the new project today.
note	<i>noun</i>	a short piece of writing to help you remember	Please take notes during the meeting.
introduce	<i>verb</i>	to tell others who someone is for the first time	Let me introduce our new team member.

Exercise 1: True or False

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

1. A host organises and runs the meeting. _____
2. A guest is someone who is never allowed in a meeting. _____
3. A manager is in charge of a team. _____
4. A team is just one person. _____
5. To introduce someone means to tell others who they are. _____
6. A note is a long book. _____
7. To invite someone means to ask them to come. _____
8. A member is one person in a group. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. The _____ welcomed everyone at the start of the meeting.
a) guest b) note c) host d) member
2. We have a _____ from the Paris office joining us today.
a) manager b) guest c) team d) host
3. She will _____ the sales figures to the group.
a) invite b) note c) organise d) present
4. Let me _____ our new colleague, David.
a) introduce b) note c) organise d) attend
5. Can you _____ the room and the agenda for Friday?
a) invite b) organise c) present d) note
6. Every _____ of the team should speak in the meeting.
a) guest b) manager c) member d) host
7. Please _____ the key points during the meeting.
a) note b) invite c) introduce d) organise
8. The _____ asked the team to work harder.
a) guest b) member c) manager d) note

Exercise 3: Matching

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

- | | |
|--------------|--|
| 1. host | a. to ask someone to come |
| 2. guest | b. a short piece of writing to remember |
| 3. organise | c. a person who is invited to attend |
| 4. invite | d. one person in a group |
| 5. present | e. to tell others who someone is |
| 6. note | f. to plan and prepare |
| 7. introduce | g. to show or explain something to a group |
| 8. member | h. the person who organises and runs the meeting |

Exercise 4: Gap Fill

Word bank: guest | introduce | present | invite | organise | manager | note | host

1. The _____ will start the meeting at 9 am.
2. We have a _____ from our partner company today.
3. The _____ will explain the new strategy.
4. Can you _____ everyone to the new plan?

5. I need to _____ a room for the team meeting.
6. Please _____ everyone on the contact list.
7. She will _____ the financial report.
8. Take a _____ of each action point.

Exercise 5: Word Order

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

1. host / welcomed / The / all / guests. / the
2. to / team / the / Please / invite / whole / meeting. / the
3. our / introduce / manager. / me / Let / new
4. tomorrow. / results / present / will / She / the
5. weekly / member / the / Every / meeting. / attend / must
6. team / the / you / meeting? / Can / organise / next
7. Please / action / the / points. / of / a / note / take
8. manager / new / introduced / guest. / the / The

Exercise 6: Word Sort

Sort the words into the correct category.

Words: member | invite | manager | guest | organise | team | host | present | introduce | note

Noun					
_____	_____	_____	_____	_____	_____

Verb			
_____	_____	_____	_____

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Maria: Good morning! I am the _____ for today's meeting.

Tom: Hello. I am a _____ from the Berlin office.

Maria: Welcome! Let me _____ you to the team.

Tom: Thank you. Should I _____ my report now?

Maria: Yes, please. Every _____ is ready to listen.

Tom: Great. I will _____ my slides first.

Maria: Please take a _____ of the key information.

Tom: Of course. Who should I _____ to the next meeting?

■ 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. c) host
2. b) guest
3. d) present
4. a) introduce
5. b) organise
6. c) member
7. a) note
8. c) manager

Exercise 3: Matching — Answers

1. host → h) the person who organises and runs the meeting
2. guest → c) a person who is invited to attend
3. organise → f) to plan and prepare
4. invite → a) to ask someone to come
5. present → g) to show or explain something to a group
6. note → b) a short piece of writing to remember
7. introduce → e) to tell others who someone is
8. member → d) one person in a group

Exercise 4: Gap Fill — Answers

1. host
2. guest
3. manager
4. introduce
5. organise
6. invite
7. present
8. note

Exercise 5: Word Order — Answers

1. The host welcomed all the guests.

2. Please invite the whole team to the meeting.
3. Let me introduce our new manager.
4. She will present the results tomorrow.
5. Every member must attend the weekly meeting.
6. Can you organise the next team meeting?
7. Please take a note of the action points.
8. The manager introduced the new guest.

Exercise 6: Word Sort — Answers

Noun: host, guest, manager, team, member, note

Verb: organise, invite, present, introduce

Exercise 7: Complete the Conversation — Answers

1. Maria: Good morning! I am the host for today's meeting.
2. Tom: Hello. I am a guest from the Berlin office.
3. Maria: Welcome! Let me introduce you to the team.
4. Tom: Thank you. Should I present my report now?
5. Maria: Yes, please. Every member is ready to listen.
6. Tom: Great. I will organise my slides first.
7. Maria: Please take a note of the key information.
8. Tom: Of course. Who should I invite to the next meeting?