

## Meeting English — A1

### Lesson 3: Time and Schedule

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

#### Vocabulary

| Word            | Type             | Definition                                     | Example                                    |
|-----------------|------------------|------------------------------------------------|--------------------------------------------|
| <b>time</b>     | <i>noun</i>      | when something happens – the hour and minute   | What time is the meeting?                  |
| <b>date</b>     | <i>noun</i>      | the day, month, and year                       | The date for the meeting is 15 March.      |
| <b>room</b>     | <i>noun</i>      | a space inside a building used for meetings    | The meeting is in Room 3.                  |
| <b>early</b>    | <i>adjective</i> | before the correct or expected time            | Please arrive early to set up.             |
| <b>late</b>     | <i>adjective</i> | after the correct or expected time             | Sorry I am late – the train was slow.      |
| <b>schedule</b> | <i>noun</i>      | a plan that shows times and activities         | I will check the schedule for a free time. |
| <b>cancel</b>   | <i>verb</i>      | to decide that a planned event will not happen | We need to cancel tomorrow's meeting.      |
| <b>change</b>   | <i>verb</i>      | to make something different                    | Can we change the meeting to 3 pm?         |
| <b>confirm</b>  | <i>verb</i>      | to say that something is definitely happening  | Please confirm your attendance by email.   |
| <b>remind</b>   | <i>verb</i>      | to help someone remember something             | I will remind everyone about the meeting.  |

#### Exercise 1: True or False

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

1. A schedule shows planned times and activities. \_\_\_\_\_
2. To cancel a meeting means to move it to a new time. \_\_\_\_\_
3. If you are early, you arrive before the correct time. \_\_\_\_\_
4. A date tells you the room number for the meeting. \_\_\_\_\_
5. To confirm means to say something is definitely happening. \_\_\_\_\_
6. To remind someone helps them to forget. \_\_\_\_\_
7. A room is a space in a building. \_\_\_\_\_
8. If you are late, you arrive after the correct time. \_\_\_\_\_

## Exercise 2: Multiple Choice

Circle the correct answer.

1. I will \_\_\_\_\_ everyone about the meeting by email.  
a) cancel b) remind c) change d) schedule
2. The meeting is in \_\_\_\_\_ 5, on the second floor.  
a) time b) schedule c) room d) date
3. I am sorry I am \_\_\_\_\_. There was a problem on the road.  
a) early b) late c) confirm d) cancel
4. Can we \_\_\_\_\_ the meeting? Tuesday no longer works for me.  
a) remind b) confirm c) cancel d) room
5. Please \_\_\_\_\_ the meeting for 10 am on Friday.  
a) schedule b) cancel c) remind d) late
6. The \_\_\_\_\_ for the new project launch is 1 April.  
a) room b) time c) date d) remind
7. He always comes \_\_\_\_\_. He is never late.  
a) cancel b) confirm c) early d) schedule
8. Please \_\_\_\_\_ you will be there by end of today.  
a) change b) room c) early d) confirm

## Exercise 3: Matching

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

- |             |                                             |
|-------------|---------------------------------------------|
| 1. date     | a. the day, month, and year                 |
| 2. room     | b. to stop a planned event                  |
| 3. schedule | c. before the expected time                 |
| 4. cancel   | d. a plan showing times and activities      |
| 5. confirm  | e. to make something different              |
| 6. remind   | f. to say something is definitely happening |
| 7. early    | g. to help someone remember                 |
| 8. change   | h. a space inside a building                |

## Exercise 4: Gap Fill

**Word bank:** room | change | date | early | cancel | schedule | confirm | remind

1. The \_\_\_\_\_ for the meeting is next Monday.
2. Can you \_\_\_\_\_ me about the meeting tomorrow?
3. We need to \_\_\_\_\_ the meeting – the room is not free.
4. Please book the large meeting \_\_\_\_\_ for 20 people.
5. He arrived \_\_\_\_\_, so he helped to set up the room.

6. Please \_\_\_\_\_ your attendance before Friday.
7. Can we \_\_\_\_\_ the meeting from 2 pm to 4 pm?
8. The \_\_\_\_\_ says the next meeting is at 11 am.

### Exercise 5: Word Order

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

1. email. / confirm / Please / your / by / attendance
2. to / We / need / meeting. / tomorrow's / cancel
3. meeting / time / Friday? / the / What / is / on
4. always / set / early / up. / arrives / He / to
5. change / meeting? / we / Can / the / date / of / the
6. remind / will / everyone / I / schedule. / about / the
7. room / floor. / third / is / meeting / on / The / the
8. of / She / the / traffic. / late / was / because

### Exercise 6: Word Sort

Sort the words into the correct category.

**Words:** remind | date | change | time | early | schedule | cancel | late | room | confirm

| Noun  |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |

| Verb  |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |

| Adjective |       |
|-----------|-------|
| _____     | _____ |

### Exercise 7: Complete the Conversation

Fill in the missing word in each line.

**Lisa:** Can we \_\_\_\_\_ the date for the project meeting?

**Jake:** Yes. The \_\_\_\_\_ is Wednesday the 5th.

**Lisa:** Great. Which \_\_\_\_\_ will we use?

**Jake:** Room 4. The \_\_\_\_\_ shows it is free all afternoon.

**Lisa:** Perfect. Can you \_\_\_\_\_ the team?

**Jake:** Of course. I'll tell them not to be \_\_\_\_\_.

**Lisa:** And please tell them to arrive \_\_\_\_\_ to set up.

**Jake:** I will. I hope we don't need to \_\_\_\_\_ again!

## ■ ANSWER KEY — Do Not Distribute to Students

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### 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. b) remind
2. c) room
3. b) late
4. c) cancel
5. a) schedule
6. c) date
7. c) early
8. d) confirm

### Exercise 3: Matching — Answers

1. date → a) the day, month, and year
2. room → h) a space inside a building
3. schedule → d) a plan showing times and activities
4. cancel → b) to stop a planned event
5. confirm → f) to say something is definitely happening
6. remind → g) to help someone remember
7. early → c) before the expected time
8. change → e) to make something different

### Exercise 4: Gap Fill — Answers

1. date
2. remind
3. cancel
4. room
5. early
6. confirm
7. change
8. schedule

### Exercise 5: Word Order — Answers

1. Please confirm your attendance by email.

2. We need to cancel tomorrow's meeting.
3. What time is the meeting on Friday?
4. He always arrives early to set up.
5. Can we change the date of the meeting?
6. I will remind everyone about the schedule.
7. The meeting room is on the third floor.
8. She was late because of the traffic.

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

**Noun:** time, date, room, schedule

**Verb:** cancel, change, confirm, remind

**Adjective:** early, late

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

1. Lisa: Can we confirm the date for the project meeting?
2. Jake: Yes. The date is Wednesday the 5th.
3. Lisa: Great. Which room will we use?
4. Jake: Room 4. The schedule shows it is free all afternoon.
5. Lisa: Perfect. Can you remind the team?
6. Jake: Of course. I'll tell them not to be late.
7. Lisa: And please tell them to arrive early to set up.
8. Jake: I will. I hope we don't need to cancel again!