

Meeting English — A1

Lesson 4: Things in a Meeting Room

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
screen	<i>noun</i>	a flat surface used to display images or slides	Look at the screen – I will show the data.
laptop	<i>noun</i>	a small portable computer	She opened her laptop to show the report.
projector	<i>noun</i>	a machine that shows images on a screen	The projector is not working today.
board	<i>noun</i>	a flat surface on the wall for writing	Please write the key points on the board.
pen	<i>noun</i>	a tool used for writing	Can I borrow a pen to take notes?
paper	<i>noun</i>	thin flat material used for writing	Please print one sheet of paper per person.
microphone	<i>noun</i>	a device that makes your voice louder	Speak into the microphone, please.
camera	<i>noun</i>	a device for taking photos or recording video	The camera is on for the online meeting.
table	<i>noun</i>	a flat surface with legs that people sit around	We sat around the big meeting table.
chair	<i>noun</i>	a seat with a back that you sit on	Please take a chair and sit down.

Exercise 1: True or False

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

1. A projector shows images on a screen. _____
2. A pen is used for writing. _____
3. A microphone makes your voice quieter. _____
4. A laptop is a large computer that cannot move. _____
5. A board is on the wall and used for writing. _____
6. A camera records video or takes photos. _____
7. Paper is used for eating. _____
8. People sit around the meeting table. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. She connected her _____ to show the presentation.
a) board b) pen c) laptop d) table
2. Please write the agenda on the _____.
a) camera b) board c) paper d) chair
3. Turn on the _____ so people online can see you.
a) pen b) table c) projector d) camera
4. Everyone could hear because of the _____.
a) paper b) laptop c) microphone d) chair
5. Look at the _____ – I am showing the results now.
a) chair b) pen c) paper d) screen
6. Please take a _____ and have a seat.
a) camera b) table c) chair d) board
7. Can I have a piece of _____ to write on?
a) projector b) paper c) camera d) laptop
8. The _____ is broken so we cannot show the slides.
a) table b) chair c) pen d) projector

Exercise 3: Matching

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

- | | |
|---------------|---|
| 1. screen | a. a small portable computer |
| 2. projector | b. a device that makes your voice louder |
| 3. board | c. thin flat material for writing on |
| 4. microphone | d. a flat surface on the wall for writing |
| 5. camera | e. a machine that shows images on a screen |
| 6. laptop | f. a device for recording video or photos |
| 7. pen | g. a tool for writing |
| 8. paper | h. a flat surface for showing slides and images |

Exercise 4: Gap Fill

Word bank: microphone | board | pen | laptop | camera | screen | projector | paper

1. Can you connect the _____ to the big screen?
2. The _____ is not working – we cannot see the slides.
3. Please write the agenda on the _____ .
4. Speak into the _____ so everyone can hear you.
5. The _____ is on – everyone online can see us.

6. I need a _____ to write down the action points.
7. She looked at the _____ during the presentation.
8. Please print the report on one sheet of _____.

Exercise 5: Word Order

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

1. turn / projector. / on / Please / the
2. the / laptop / to / She / her / connected / screen.
3. microphone / not / today. / The / is / working
4. a / borrow / pen / take / notes? / to / I / Can
5. board. / the / write / points / Please / the / key / on
6. camera / for / on / online / is / The / the / meeting.
7. large / Everyone / sat / around / the / meeting / table.
8. Please / print / person. / of / per / sheet / paper / one

Exercise 6: Word Sort

Sort the words into the correct category.

Words: camera | paper | laptop | chair | microphone | table | screen | board | projector | pen

Technology				
_____	_____	_____	_____	_____

Writing		
_____	_____	_____

Furniture	
_____	_____

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

- Sue:** Can you turn on the _____?
- Tim:** Yes, just a second. Is the _____ down?
- Sue:** Yes it is. Let me connect my _____.
- Tim:** Great. Should I turn on the _____ for online participants?
- Sue:** Yes please. And check the _____ too.
- Tim:** Done. Do you need a _____ and some _____?
- Sue:** Yes, please. And write the agenda on the _____.

Tim: OK. Please take a _____ and we will begin.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. c) laptop
2. b) board
3. d) camera
4. c) microphone
5. d) screen
6. c) chair
7. b) paper
8. d) projector

Exercise 3: Matching — Answers

1. screen → h) a flat surface for showing slides and images
2. projector → e) a machine that shows images on a screen
3. board → d) a flat surface on the wall for writing
4. microphone → b) a device that makes your voice louder
5. camera → f) a device for recording video or photos
6. laptop → a) a small portable computer
7. pen → g) a tool for writing
8. paper → c) thin flat material for writing on

Exercise 4: Gap Fill — Answers

1. laptop
2. projector
3. board
4. microphone
5. camera
6. pen
7. screen
8. paper

Exercise 5: Word Order — Answers

1. Please turn on the projector.

2. She connected her laptop to the screen.
3. The microphone is not working today.
4. Can I borrow a pen to take notes?
5. Please write the key points on the board.
6. The camera is on for the online meeting.
7. Everyone sat around the large meeting table.
8. Please print one sheet of paper per person.

Exercise 6: Word Sort — Answers

Technology: screen, laptop, projector, microphone, camera

Writing: board, pen, paper

Furniture: table, chair

Exercise 7: Complete the Conversation — Answers

1. Sue: Can you turn on the projector?
2. Tim: Yes, just a second. Is the screen down?
3. Sue: Yes it is. Let me connect my laptop.
4. Tim: Great. Should I turn on the camera for online participants?
5. Sue: Yes please. And check the microphone too.
6. Tim: Done. Do you need a pen and some paper?
7. Sue: Yes, please. And write the agenda on the board.
8. Tim: OK. Please take a chair and we will begin.