

Meeting English — A1

Lesson 5: What You Do in Meetings

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
talk	<i>verb</i>	to say words to communicate with someone	We talk about the project in the meeting.
ask	<i>verb</i>	to say a question to get information	Please ask if you do not understand.
answer	<i>verb</i>	to reply to a question	She will answer your questions at the end.
explain	<i>verb</i>	to make something clear and easy to understand	Can you explain what this number means?
show	<i>verb</i>	to let others see something	Let me show you the new design.
write	<i>verb</i>	to make words on paper or a screen	Please write down the main points.
read	<i>verb</i>	to look at words and understand them	Read the agenda before the meeting.
decide	<i>verb</i>	to choose what to do	We need to decide on a start date today.
help	<i>verb</i>	to make something easier for someone	Can you help me with this task?
check	<i>verb</i>	to look at something to make sure it is correct	Please check the agenda before we start.

Exercise 1: True or False

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

1. To explain something means to make it clear. _____
2. To answer means to ask a question. _____
3. To decide means to choose what to do. _____
4. You read words on paper or a screen. _____
5. To check something means to ignore it. _____
6. To show something means to let others see it. _____
7. To help means to make something harder. _____
8. You talk to communicate with other people. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. She will _____ the question after the presentation.
a) show b) answer c) decide d) read
2. Please _____ the report before the meeting starts.
a) talk b) show c) decide d) read
3. Can you _____ how this system works?
a) write b) check c) explain d) ask
4. We need to _____ who will lead the project.
a) help b) write c) decide d) show
5. Let me _____ you the new sales figures.
a) talk b) ask c) read d) show
6. Please _____ your email for the meeting invitation.
a) decide b) check c) talk d) explain
7. If you need support, please _____ me.
a) ask b) decide c) write d) show
8. Please _____ the minutes so everyone has a record.
a) help b) read c) write d) check

Exercise 3: Matching

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

- | | |
|------------|---|
| 1. talk | a. to let others see something |
| 2. ask | b. to make something clear and easy to understand |
| 3. explain | c. to look at something to ensure it is correct |
| 4. decide | d. to say a question to get information |
| 5. check | e. to choose what to do |
| 6. show | f. to make words on paper or screen |
| 7. write | g. to say words to communicate |
| 8. help | h. to make something easier for someone |

Exercise 4: Gap Fill

Word bank: read | write | check | ask | show | decide | help | explain

1. Please _____ your work before you send it.
2. She will _____ her ideas to the whole team.
3. Can you _____ me where the meeting room is?
4. We need to _____ a date for the next meeting.

5. Please _____ the report and bring it to the meeting.
6. Do not be afraid to _____ if you have a question.
7. She will _____ the key points on the whiteboard.
8. Can you _____ me prepare the slides?

Exercise 5: Word Order

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

1. Please / read / the / the / before / meeting. / agenda
2. means? / number / Can / what / you / this / explain
3. steps. / decide / next / the / We / need / to
4. before / send / it. / check / the / Please / report / you
5. to / She / design / show / the / new / team. / the / will
6. Please / action / write / board. / the / on / the / points
7. will / He / the / at / questions / answer / all / end.
8. meeting? / you / for / the / me / prepare / help / Can

Exercise 6: Word Sort

Sort the words into the correct category.

Words: show | write | answer | decide | check | read | help | ask | talk | explain

Sharing Information

_____	_____	_____	_____
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Questions and Answers

_____	_____	_____
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Action

_____	_____	_____
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Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Dan: Can I _____ a question about the project?

Sara: Of course. Please _____ to the whole group.

Dan: Can you _____ the new process?

Sara: Yes. Let me _____ you the diagram.

Dan: Thank you. Can you _____ the steps on the board?

Sara: Good idea. I will _____ the summary aloud too.

Dan: We need to _____ which option to choose.

Sara: Yes. Can you _____ me list the pros and cons?

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. b) answer
2. d) read
3. c) explain
4. c) decide
5. d) show
6. b) check
7. a) ask
8. c) write

Exercise 3: Matching — Answers

1. talk → g) to say words to communicate
2. ask → d) to say a question to get information
3. explain → b) to make something clear and easy to understand
4. decide → e) to choose what to do
5. check → c) to look at something to ensure it is correct
6. show → a) to let others see something
7. write → f) to make words on paper or screen
8. help → h) to make something easier for someone

Exercise 4: Gap Fill — Answers

1. check
2. explain
3. show
4. decide
5. read
6. ask
7. write
8. help

Exercise 5: Word Order — Answers

1. Please read the agenda before the meeting.

2. Can you explain what this number means?
3. We need to decide the next steps.
4. Please check the report before you send it.
5. She will show the new design to the team.
6. Please write the action points on the board.
7. He will answer all questions at the end.
8. Can you help me prepare for the meeting?

Exercise 6: Word Sort — Answers

Sharing Information: talk, explain, show, read

Questions and Answers: ask, answer, check

Action: write, decide, help

Exercise 7: Complete the Conversation — Answers

1. Dan: Can I ask a question about the project?
2. Sara: Of course. Please talk to the whole group.
3. Dan: Can you explain the new process?
4. Sara: Yes. Let me show you the diagram.
5. Dan: Thank you. Can you write the steps on the board?
6. Sara: Good idea. I will read the summary aloud too.
7. Dan: We need to decide which option to choose.
8. Sara: Yes. Can you help me list the pros and cons?