

Meeting English — A1

Lesson 8: After the Meeting

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
minutes	<i>noun</i>	the official written record of a meeting	Please send the minutes to everyone after the meeting.
action	<i>noun</i>	something that needs to be done	The main action is to finish the report by Friday.
send	<i>verb</i>	to make something go to another person	I will send the minutes by email.
receive	<i>verb</i>	to get something that someone sends you	Did you receive my email about the meeting?
follow up	<i>verb phrase</i>	to do something after a first step to make progress	I will follow up with the client next week.
done	<i>adjective</i>	finished; completed	The report is done – I finished it this morning.
task	<i>noun</i>	a piece of work that needs to be completed	Each person has a task to complete before Friday.
deadline	<i>noun</i>	the last date or time to complete something	The deadline for the report is next Monday.
next	<i>adjective</i>	the one that comes after the current one	When is the next meeting?
update	<i>noun/verb</i>	new information, or to give new information	Please send an update when you finish your task.

Exercise 1: True or False

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

1. Minutes are the official written record of a meeting. _____
2. A deadline is the first date you can start a task. _____
3. To follow up means to take action after a first step. _____
4. A task is a piece of work that needs to be completed. _____
5. To receive something means to send it to someone else. _____
6. If something is done, it is finished. _____
7. An update gives new information about something. _____

8. An action is something that does NOT need to be done. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. Please _____ the meeting minutes to all participants.
a) receive b) follow up c) send d) update
2. Did you _____ my email with the meeting notes?
a) send b) receive c) done d) task
3. The _____ for the project report is this Friday.
a) action b) update c) minutes d) deadline
4. She will _____ with the client about the proposal.
a) send b) receive c) follow up d) done
5. Each person has a _____ to complete before the next meeting.
a) deadline b) minutes c) task d) next
6. Please send the _____ of today's meeting to the whole team.
a) action b) update c) task d) minutes
7. The presentation is _____. We are ready to deliver it.
a) next b) done c) deadline d) task
8. Can you give me an _____ on the progress of the project?
a) action b) deadline c) update d) minutes

Exercise 3: Matching

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

- | | |
|--------------|---|
| 1. minutes | a. finished and completed |
| 2. action | b. something that needs to be done |
| 3. deadline | c. to get something sent to you |
| 4. task | d. new information about a topic or project |
| 5. follow up | e. the official written record of a meeting |
| 6. done | f. a piece of work to complete |
| 7. update | g. to take action after a first step |
| 8. receive | h. the last date to complete something |

Exercise 4: Gap Fill

Word bank: task | done | send | follow up | next | receive | deadline | update

1. Please _____ the meeting minutes by end of day.
2. Did you _____ the agenda I emailed yesterday?
3. The _____ for the budget report is next Wednesday.
4. She will _____ with the suppliers next week.

5. The project is _____. We finished it on time.
6. Each person was given a _____ at the end of the meeting.
7. Please send an _____ when your task is complete.
8. The _____ meeting is scheduled for two weeks from now.

Exercise 5: Word Order

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

1. send / the / meeting. / Please / the / minutes / after
2. my / email / receive / deadline? / you / the / about / Did
3. client / tomorrow. / up / will / the / follow / with / She
4. be / by / must / Friday. / task / The / done
5. finish. / when / you / Please / an / update / send
6. Monday. / next / action / The / is / deadline / for / this
7. When / team / next / is / meeting? / the
8. The / finished / report / – / is / done / today. / I / it

Exercise 6: Word Sort

Sort the words into the correct category.

Words: update | minutes | receive | next | deadline | action | follow up | task | send | done

Noun				
_____	_____	_____	_____	_____

Verb		
_____	_____	_____

Adjective / Adverb	
_____	_____

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

- Jo:** The meeting is finished. I will _____ the minutes now.
- Pat:** Thank you. Did everyone _____ the action list?
- Jo:** Yes. Each person has a _____ to complete.
- Pat:** What is the _____ for the first action?
- Jo:** Next Friday. Please make sure your work is _____ by then.
- Pat:** OK. I will _____ with my team tomorrow.

Jo: Great. Please send me an _____ by Wednesday.

Pat: Of course. When is the _____ meeting?

■ 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. True
8. False

Exercise 2: Multiple Choice — Answers

1. c) send
2. b) receive
3. d) deadline
4. c) follow up
5. c) task
6. d) minutes
7. b) done
8. c) update

Exercise 3: Matching — Answers

1. minutes → e) the official written record of a meeting
2. action → b) something that needs to be done
3. deadline → h) the last date to complete something
4. task → f) a piece of work to complete
5. follow up → g) to take action after a first step
6. done → a) finished and completed
7. update → d) new information about a topic or project
8. receive → c) to get something sent to you

Exercise 4: Gap Fill — Answers

1. send
2. receive
3. deadline
4. follow up
5. done
6. task
7. update
8. next

Exercise 5: Word Order — Answers

1. Please send the minutes after the meeting.

2. Did you receive my email about the deadline?
3. She will follow up with the client tomorrow.
4. The task must be done by Friday.
5. Please send an update when you finish.
6. The deadline for this action is next Monday.
7. When is the next team meeting?
8. The report is done – I finished it today.

Exercise 6: Word Sort — Answers

Noun: minutes, action, task, deadline, update

Verb: send, receive, follow up

Adjective / Adverb: done, next

Exercise 7: Complete the Conversation — Answers

1. Jo: The meeting is finished. I will send the minutes now.
2. Pat: Thank you. Did everyone receive the action list?
3. Jo: Yes. Each person has a task to complete.
4. Pat: What is the deadline for the first action?
5. Jo: Next Friday. Please make sure your work is done by then.
6. Pat: OK. I will follow up with my team tomorrow.
7. Jo: Great. Please send me an update by Wednesday.
8. Pat: Of course. When is the next meeting?