

Meeting English — B1

Lesson 1: Chairing and Facilitating

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
facilitate	<i>verb</i>	to make a process easier by helping people work together	Her role is to facilitate the discussion.
chairperson	<i>noun</i>	the person who leads and controls a meeting	The chairperson called the meeting to order.
allocate	<i>verb</i>	to give time, tasks or resources to a specific purpose	We should allocate ten minutes to each item.
timekeeper	<i>noun</i>	the person who watches the clock during a meeting	Our timekeeper will warn us when five minutes remain.
quorum	<i>noun</i>	the minimum number of people needed for a meeting to be valid	We cannot vote – we do not have a quorum.
adjourn	<i>verb</i>	to officially end or pause a meeting until a later time	The chairperson adjourned the meeting at 5 pm.
moderate	<i>verb</i>	to manage a discussion to ensure it stays fair and on track	She was asked to moderate the panel discussion.
intervene	<i>verb</i>	to get involved in a situation to stop or change it	The chair had to intervene when the debate became heated.
oversee	<i>verb</i>	to watch and manage a process to make sure it goes well	She will oversee all project meetings this quarter.
wrap up	<i>phrasal verb</i>	to bring a meeting or discussion to an end	Let's wrap up – we only have five minutes left.

Exercise 1: True or False

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

1. A chairperson leads and controls a meeting. _____
2. To adjourn a meeting means to start it. _____
3. A timekeeper watches the clock during a meeting. _____
4. A quorum is the maximum number of allowed attendees. _____

5. To facilitate means to make a process easier. _____
6. To wrap up means to open a meeting. _____
7. To intervene means to get involved to change a situation. _____
8. To allocate means to give time or resources to something. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. We do not have a _____. We need at least six people to vote.
a) quorum **b)** timekeeper **c)** chairperson **d)** agenda
2. Please _____ ten minutes for the financial update.
a) adjourn **b)** wrap up **c)** allocate **d)** moderate
3. The _____ called everyone to attention at 9 am.
a) timekeeper **b)** quorum **c)** chairperson **d)** facilitator
4. The chair had to _____ when the argument became personal.
a) oversee **b)** adjourn **c)** wrap up **d)** intervene
5. Let's _____ – we are almost out of time.
a) allocate **b)** wrap up **c)** moderate **d)** facilitate
6. She was asked to _____ the heated panel debate.
a) adjourn **b)** moderate **c)** oversee **d)** allocate
7. The meeting was _____ until the following Wednesday.
a) facilitated **b)** oversaw **c)** adjourned **d)** wrapped up
8. She will _____ all three working groups this month.
a) intervene **b)** facilitate **c)** oversee **d)** allocate

Exercise 3: Matching

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

- | | |
|----------------|--|
| 1. facilitate | a. to manage a discussion fairly |
| 2. chairperson | b. the minimum number of people needed for a meeting to be valid |
| 3. allocate | c. the person who watches the clock in a meeting |
| 4. timekeeper | d. to give time or resources to a specific purpose |
| 5. quorum | e. to make a process easier by helping people work together |
| 6. adjourn | f. the person who leads and controls a meeting |
| 7. moderate | g. to bring a meeting to an end |
| 8. wrap up | h. to officially end or pause a meeting |

Exercise 4: Gap Fill

Word bank: timekeeper | adjourned | wrap up | chairperson | intervene | quorum | facilitate | allocate

1. The _____ opened the meeting at 9 o'clock sharp.
2. We cannot vote – we still need a _____ .
3. Please _____ fifteen minutes for any other business.
4. The meeting was _____ until further notice.
5. She was brought in to _____ the team discussion.
6. The _____ warned us that only two minutes remained.
7. He had to _____ when the debate went off topic.
8. Let's _____ and agree the action points.

Exercise 5: Word Order

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

1. pm. / meeting / 5 / chairperson / the / The / adjourned / at
2. cannot / a / We / vote / quorum. / without
3. agenda / to / allocate / Please / minutes / ten / each / item.
4. the / discussion. / She / panel / asked / moderate / to / was
5. when / debate / became / chair / heated. / The / the / intervened
6. points. / the / Let's / action / up / wrap / and / confirm
7. five / The / that / warned / minutes / us / remained. / timekeeper
8. quarter. / oversee / She / this / all / meetings / project / will

Exercise 6: Word Sort

Sort the words into the correct category.

Words: moderate | adjourn | wrap up | allocate | chairperson | quorum | intervene | facilitate | oversee | timekeeper

People / Roles

Verbs

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Nouns

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Chair: Good morning. I'll _____ today's discussion.

Sec: Do we have a _____? I count eight people.

Chair: Yes, that's enough. I'll _____ time for each item.

TK: As _____, I'll warn you when five minutes remain.

Chair: Thank you. I'll _____ the debate section carefully.

Sec: Should I _____ the voting process?

Chair: Please. I may need to _____ if things get heated.

Chair: Right, let's _____ – we're almost out of time.

■ 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. a) quorum
2. c) allocate
3. c) chairperson
4. d) intervene
5. b) wrap up
6. b) moderate
7. c) adjourned
8. c) oversee

Exercise 3: Matching — Answers

1. facilitate → e) to make a process easier by helping people work together
2. chairperson → f) the person who leads and controls a meeting
3. allocate → d) to give time or resources to a specific purpose
4. timekeeper → c) the person who watches the clock in a meeting
5. quorum → b) the minimum number of people needed for a meeting to be valid
6. adjourn → h) to officially end or pause a meeting
7. moderate → a) to manage a discussion fairly
8. wrap up → g) to bring a meeting to an end

Exercise 4: Gap Fill — Answers

1. chairperson
2. quorum
3. allocate
4. adjourned
5. facilitate
6. timekeeper
7. intervene
8. wrap up

Exercise 5: Word Order — Answers

1. The chairperson adjourned the meeting at 5 pm.

2. We cannot vote without a quorum.
3. Please allocate ten minutes to each agenda item.
4. She was asked to moderate the panel discussion.
5. The chair intervened when the debate became heated.
6. Let's wrap up and confirm the action points.
7. The timekeeper warned us that five minutes remained.
8. She will oversee all project meetings this quarter.

Exercise 6: Word Sort — Answers

People / Roles: chairperson, timekeeper

Verbs: facilitate, allocate, adjourn, moderate, intervene, oversee, wrap up

Nouns: quorum

Exercise 7: Complete the Conversation — Answers

1. Chair: Good morning. I'll facilitate today's discussion.
2. Sec: Do we have a quorum? I count eight people.
3. Chair: Yes, that's enough. I'll allocate time for each item.
4. TK: As timekeeper, I'll warn you when five minutes remain.
5. Chair: Thank you. I'll moderate the debate section carefully.
6. Sec: Should I oversee the voting process?
7. Chair: Please. I may need to intervene if things get heated.
8. Chair: Right, let's wrap up – we're almost out of time.