

Meeting English — B1

Lesson 3: Decision Making

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
vote	<i>verb/noun</i>	to choose an option by raising a hand or ballot; the act of doing this	Let's take a vote on the two options.
majority	<i>noun</i>	more than half of a group	The majority voted in favour of the new policy.
unanimous	<i>adjective</i>	when everyone agrees without any exceptions	The decision was unanimous – all ten members agreed.
resolution	<i>noun</i>	a formal decision made by a group	The committee passed a resolution to increase the budget.
approve	<i>verb</i>	to officially agree to or accept a proposal	The board approved the new marketing strategy.
reject	<i>verb</i>	to officially refuse to accept a proposal	The proposal was rejected by a narrow margin.
defer	<i>verb</i>	to delay a decision to a later time or meeting	They decided to defer the vote until more data was available.
prioritise	<i>verb</i>	to decide which things are most important and deal with them first	We need to prioritise the most urgent action points.
reach an agreement	<i>phrase</i>	to come to a decision that everyone accepts	After an hour of debate, they finally reached an agreement.
cast a vote	<i>phrase</i>	to formally record your choice in a vote	Each member was asked to cast a vote.

Exercise 1: True or False

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

1. A resolution is a formal decision made by a group. _____
2. Unanimous means that only some people agree. _____
3. To defer a decision means to delay it. _____
4. To approve something means to refuse it. _____

5. A majority means more than half of a group. _____
6. To cast a vote means to formally record your choice. _____
7. To prioritise means to deal with unimportant things first. _____
8. To reach an agreement means everyone accepts a decision. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. The committee passed a _____ to reduce spending by 10%.
a) majority **b)** vote **c)** resolution **d)** approval
2. The decision was _____ – not one person objected.
a) rejected **b)** deferred **c)** unanimous **d)** prioritised
3. They decided to _____ the vote until the report was ready.
a) approve **b)** reject **c)** cast **d)** defer
4. Each board member was asked to _____ a vote.
a) pass **b)** reach **c)** cast **d)** reject
5. The _____ voted in favour – eight out of twelve agreed.
a) resolution **b)** majority **c)** vote **d)** agreement
6. We need to _____ the most urgent tasks before the deadline.
a) approve **b)** reject **c)** defer **d)** prioritise
7. The board _____ the new budget proposal last week.
a) deferred **b)** approved **c)** rejected **d)** cast
8. After three hours, the two parties finally _____ an agreement.
a) cast **b)** approved **c)** reached **d)** voted

Exercise 3: Matching

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

- | | |
|---------------|---|
| 1. vote | a. to officially refuse a proposal |
| 2. majority | b. to deal with the most important things first |
| 3. unanimous | c. to delay a decision |
| 4. resolution | d. a formal decision made by a group |
| 5. approve | e. to choose an option formally |
| 6. reject | f. when everyone agrees |
| 7. defer | g. to officially accept a proposal |
| 8. prioritise | h. more than half of a group |

Exercise 4: Gap Fill

Word bank: unanimous | approved | resolution | cast | defer | vote | majority | prioritise

1. Let's take a _____ on the two available options.

2. The decision was _____. Every member agreed.
3. The committee passed a _____ to increase the marketing budget.
4. They chose to _____ the vote until more data was ready.
5. The _____ voted in favour of the proposal.
6. The board _____ the revised project plan immediately.
7. We must _____ the most urgent items on the agenda.
8. Each delegate was invited to _____ a vote.

Exercise 5: Word Order

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

1. a / the / vote / on / two / Let's / options. / take
2. members / unanimous / was / The / decision / agreed. / all / –
3. committee / cut / to / passed / resolution / The / a / costs.
4. decided / next / vote / month. / until / They / defer / to / the
5. the / board / strategy. / The / approved / new / marketing
6. urgent / action / points. / the / to / prioritise / most / need / We
7. reached / an / they / agreement. / an / finally / After / hour
8. was / Each / a / vote. / member / cast / asked / to

Exercise 6: Word Sort

Sort the words into the correct category.

Words: resolution | approve | cast a vote | prioritise | majority | defer | unanimous | reach an agreement | vote | reject

Verbs				
_____	_____	_____	_____	_____

Nouns	
_____	_____

Adjective

Phrases	
_____	_____

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Chair: We need to _____ the agenda items.

Kim: I agree. Shall we take a _____ on the proposal?

Chair: Yes. Each person should _____.

Kim: The _____ is in favour – seven to three.

Chair: Excellent. The board _____s the new strategy.

Kim: Was the decision _____?

Chair: Not quite. We passed a _____ with majority support.

Kim: Should we _____ the second item until next week?

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. c) resolution
2. c) unanimous
3. d) defer
4. c) cast
5. b) majority
6. d) prioritise
7. b) approved
8. c) reached

Exercise 3: Matching — Answers

1. vote → e) to choose an option formally
2. majority → h) more than half of a group
3. unanimous → f) when everyone agrees
4. resolution → d) a formal decision made by a group
5. approve → g) to officially accept a proposal
6. reject → a) to officially refuse a proposal
7. defer → c) to delay a decision
8. prioritise → b) to deal with the most important things first

Exercise 4: Gap Fill — Answers

1. vote
2. unanimous
3. resolution
4. defer
5. majority
6. approved
7. prioritise
8. cast

Exercise 5: Word Order — Answers

1. Let's take a vote on the two options.

2. The decision was unanimous – all members agreed.
3. The committee passed a resolution to cut costs.
4. They decided to defer the vote until next month.
5. The board approved the new marketing strategy.
6. We need to prioritise the most urgent action points.
7. After an hour they finally reached an agreement.
8. Each member was asked to cast a vote.

Exercise 6: Word Sort — Answers

Verbs: vote, approve, reject, defer, prioritise

Nouns: majority, resolution

Adjective: unanimous

Phrases: reach an agreement, cast a vote

Exercise 7: Complete the Conversation — Answers

1. Chair: We need to prioritise the agenda items.
2. Kim: I agree. Shall we take a vote on the proposal?
3. Chair: Yes. Each person should cast a vote.
4. Kim: The majority is in favour – seven to three.
5. Chair: Excellent. The board approves the new strategy.
6. Kim: Was the decision unanimous?
7. Chair: Not quite. We passed a resolution with majority support.
8. Kim: Should we defer the second item until next week?