

Meeting English — B1

Lesson 4: Formal Meeting Language

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
motion	<i>noun</i>	a formal proposal put forward for a vote	The chair put the motion to the committee.
second	<i>verb</i>	to formally support a motion so it can be discussed	The proposal was seconded by the treasurer.
table	<i>verb</i>	to formally put a topic on the agenda for discussion	They agreed to table the issue for next week.
minutes	<i>noun</i>	the official written record of a meeting	The secretary distributed the minutes after the meeting.
matter arising	<i>phrase</i>	a topic that comes from a previous meeting's minutes	Are there any matters arising from last month?
any other business	<i>phrase</i>	the final agenda item where additional topics can be raised	Under any other business, she raised the staff survey.
in attendance	<i>phrase</i>	used to list the people who are present at a meeting	The following people were in attendance.
carried	<i>adjective</i>	approved by a majority vote (used for motions)	The motion was carried by eight votes to two.
noted	<i>adjective</i>	officially recorded in the minutes	The concern was noted and will be reviewed.
adjourned	<i>adjective</i>	officially ended or paused until a later time	The meeting was adjourned at 6 pm.

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. "Carried" means a motion was rejected. _____
3. A motion is a formal proposal put forward for a vote. _____
4. "Noted" means something has been officially recorded. _____
5. "Any other business" is the first item on the agenda. _____
6. To second a motion means to formally support it. _____

7. "In attendance" lists people who were not at the meeting. _____
8. An adjourned meeting has been officially ended or paused. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. The _____ was carried by nine votes to one.
a) minutes b) motion c) adjournment d) business
2. The concern was _____ and added to the action list.
a) seconded b) adjourned c) noted d) tabled
3. The proposal was _____ by the finance director.
a) noted b) adjourned c) carried d) seconded
4. Are there any _____ from last month's meeting?
a) minutes b) motions c) matters arising d) any other business
5. Under _____, she raised the issue of the dress code.
a) minutes b) matters arising c) in attendance d) any other business
6. The following people were _____ : Smith, Jones, and Lee.
a) adjourned b) noted c) in attendance d) carried
7. The meeting was _____ until the following Tuesday.
a) carried b) noted c) tabled d) adjourned
8. Please _____ this item for the next board meeting.
a) second b) adjourn c) table d) note

Exercise 3: Matching

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

- | | |
|-------------------|--|
| 1. motion | a. a formal proposal put forward for a vote |
| 2. second | b. officially ended or paused |
| 3. minutes | c. a topic from a previous meeting's minutes |
| 4. carried | d. used to list people present |
| 5. noted | e. approved by a majority vote |
| 6. adjourned | f. to formally support a motion |
| 7. in attendance | g. officially recorded in the minutes |
| 8. matter arising | h. the official written record of a meeting |

Exercise 4: Gap Fill

Word bank: motion | matters arising | noted | any other business | adjourned | seconded | carried | minutes

1. The chair put the _____ to the committee.
2. The proposal was _____ by the treasurer.

3. The _____ from last week were approved.
4. The motion was _____ by eight votes to two.
5. The concern was _____ and will be reviewed later.
6. The meeting was _____ at 5:30 pm.
7. Are there any _____ from the previous minutes?
8. Under _____, she raised the staff survey issue.

Exercise 5: Word Order

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

1. eight / by / votes / carried / to / was / motion / The / two.
2. The / proposal / the / was / treasurer. / by / seconded
3. matters / any / from / arising / there / last / Are / month?
4. noted / reviewed. / The / concern / be / was / and / will
5. Tuesday. / next / meeting / until / adjourned / was / The
6. business / the / raised / survey. / she / other / Under / any
7. item / this / Please / the / for / meeting. / next / table / board
8. people / following / The / in / were / attendance.

Exercise 6: Word Sort

Sort the words into the correct category.

Words: any other business | carried | noted | matter arising | second | table | in attendance | minutes | adjourned | motion

Nouns

_____	_____
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Verbs

_____	_____
-------	-------

Adjectives

_____	_____	_____
-------	-------	-------

Phrases

_____	_____	_____
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Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Chair: Good morning. The _____ from last time are approved.

Sec: Are there any _____?

Chair: Yes. I'd like to put a _____ to the group.

Dep: I'll _____ the motion.

Chair: Thank you. The motion was _____ by a majority.

Sec: The decision has been _____ in the official record.

Chair: Under _____, does anyone have a concern?

Chair: Good. The meeting is now _____.

■ 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) motion
2. c) noted
3. d) seconded
4. c) matters arising
5. d) any other business
6. c) in attendance
7. d) adjourned
8. c) table

Exercise 3: Matching — Answers

1. motion → a) a formal proposal put forward for a vote
2. second → f) to formally support a motion
3. minutes → h) the official written record of a meeting
4. carried → e) approved by a majority vote
5. noted → g) officially recorded in the minutes
6. adjourned → b) officially ended or paused
7. in attendance → d) used to list people present
8. matter arising → c) a topic from a previous meeting's minutes

Exercise 4: Gap Fill — Answers

1. motion
2. seconded
3. minutes
4. carried
5. noted
6. adjourned
7. matters arising
8. any other business

Exercise 5: Word Order — Answers

1. The motion was carried by eight votes to two.

2. The proposal was seconded by the treasurer.
3. Are there any matters arising from last month?
4. The concern was noted and will be reviewed.
5. The meeting was adjourned until next Tuesday.
6. Under any other business she raised the survey.
7. Please table this item for the next board meeting.
8. The following people were in attendance.

Exercise 6: Word Sort — Answers

Nouns: motion, minutes

Verbs: second, table

Adjectives: carried, noted, adjourned

Phrases: matter arising, any other business, in attendance

Exercise 7: Complete the Conversation — Answers

1. Chair: Good morning. The minutes from last time are approved.
2. Sec: Are there any matters arising?
3. Chair: Yes. I'd like to put a motion to the group.
4. Dep: I'll second the motion.
5. Chair: Thank you. The motion was carried by a majority.
6. Sec: The decision has been noted in the official record.
7. Chair: Under any other business, does anyone have a concern?
8. Chair: Good. The meeting is now adjourned.