

Meeting English — B1

Lesson 8: Follow-up and Action Points

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
action point	<i>noun phrase</i>	a specific task agreed in a meeting that someone must complete	Each action point has a named owner and a deadline.
assignee	<i>noun</i>	the person responsible for completing an action point	The assignee for that task is the project manager.
due date	<i>noun phrase</i>	the date by which a task must be completed	The due date for the first report is next Friday.
progress report	<i>noun phrase</i>	an update on how much of a task has been completed	Please send a progress report by Wednesday.
circulate	<i>verb</i>	to send a document to all relevant people	She will circulate the minutes by end of day.
update	<i>verb</i>	to give new information about the status of something	Please update the team on your findings.
outstanding	<i>adjective</i>	not yet completed; still waiting to be done	There are three outstanding action points from last week.
review	<i>verb</i>	to look at something again carefully to check or assess it	We will review the action points at the start of the meeting.
sign off	<i>phrasal verb</i>	to give official approval to a piece of work	The manager needs to sign off the budget report.
escalate	<i>verb</i>	to raise a problem to a higher level of authority	If you cannot resolve it, escalate it to your manager.

Exercise 1: True or False

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

1. An action point is a specific task agreed in a meeting. _____
2. The assignee is the person responsible for a task. _____
3. An outstanding task has already been completed. _____
4. To circulate a document means to keep it private. _____
5. To escalate means to raise a problem to a higher authority. _____

6. A due date is when a task must be finished. _____
7. To sign off means to reject a piece of work. _____
8. A progress report gives an update on a task. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. There are three _____ action points from last week's meeting.
a) signed off **b)** circulated **c)** escalated **d)** outstanding
2. Please _____ the minutes to all participants after the meeting.
a) escalate **b)** review **c)** circulate **d)** sign off
3. The _____ for this task is the operations manager.
a) due date **b)** action point **c)** assignee **d)** progress report
4. If you cannot solve the issue, please _____ it to your director.
a) review **b)** update **c)** circulate **d)** escalate
5. The manager needs to _____ the final budget report.
a) escalate **b)** circulate **c)** sign off **d)** update
6. Please _____ the team on your progress before Thursday.
a) circulate **b)** sign off **c)** review **d)** update
7. We will _____ all action points at the start of tomorrow's meeting.
a) sign off **b)** escalate **c)** review **d)** circulate
8. The _____ for this action is next Wednesday.
a) assignee **b)** outstanding **c)** due date **d)** progress report

Exercise 3: Matching

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

- | | |
|--------------------|--|
| 1. action point | a. a specific task agreed in a meeting |
| 2. assignee | b. not yet completed |
| 3. due date | c. an update on how much is done |
| 4. progress report | d. to raise an issue to higher authority |
| 5. circulate | e. to give official approval to work |
| 6. outstanding | f. the date a task must be completed by |
| 7. sign off | g. the person responsible for a task |
| 8. escalate | h. to send a document to all relevant people |

Exercise 4: Gap Fill

Word bank: action point | outstanding | circulate | assignee | due date | update | escalate | sign off

1. Each _____ has a named owner and a clear deadline.

2. The _____ for the budget report is the finance manager.
3. There are four _____ tasks from last week.
4. She will _____ the minutes to all team members.
5. The _____ for the first report is next Monday.
6. Please _____ the team on your progress by Thursday.
7. The director needs to _____ the final proposal.
8. If you cannot resolve it, please _____ it.

Exercise 5: Word Order

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

1. an / has / a / point / action / Each / owner / deadline. / and
2. the / meeting. / Please / circulate / minutes / the / after
3. from / last / week. / There / outstanding / tasks / are / three
4. the / Please / findings. / team / your / on / update
5. the / report. / manager / off / sign / needs / The / to
6. to / solve / manager. / cannot / your / you / it / escalate / If / it
7. by / Please / a / progress / report / send / Wednesday.
8. at / review / start. / all / points / the / action / will / We

Exercise 6: Word Sort

Sort the words into the correct category.

Words: assignee | escalate | outstanding | action point | progress report | review | update | due date | circulate | sign off

Nouns / Phrases

_____	_____	_____	_____
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Verbs

_____	_____	_____	_____	_____
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Adjective

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Di: Let's _____ the action points from last week.

Rob: There are two _____ tasks still not complete.

Di: Who is the _____ for the budget report?

Rob: That's me. The _____ is this Friday.

Di: Please _____ me on your progress by Wednesday.

Rob: Of course. I'll also _____ the draft to the team.

Di: Good. I'll _____ the final version next Monday.

Rob: And if there are issues, should I _____ them to you?

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. d) outstanding
2. c) circulate
3. c) assignee
4. d) escalate
5. c) sign off
6. d) update
7. c) review
8. c) due date

Exercise 3: Matching — Answers

1. action point → a) a specific task agreed in a meeting
2. assignee → g) the person responsible for a task
3. due date → f) the date a task must be completed by
4. progress report → c) an update on how much is done
5. circulate → h) to send a document to all relevant people
6. outstanding → b) not yet completed
7. sign off → e) to give official approval to work
8. escalate → d) to raise an issue to higher authority

Exercise 4: Gap Fill — Answers

1. action point
2. assignee
3. outstanding
4. circulate
5. due date
6. update
7. sign off
8. escalate

Exercise 5: Word Order — Answers

1. Each action point has an owner and a deadline.

2. Please circulate the minutes after the meeting.
3. There are three outstanding tasks from last week.
4. Please update the team on your findings.
5. The manager needs to sign off the report.
6. If you cannot solve it escalate it to your manager.
7. Please send a progress report by Wednesday.
8. We will review all action points at the start.

Exercise 6: Word Sort — Answers

Nouns / Phrases: action point, assignee, due date, progress report

Verbs: circulate, update, review, sign off, escalate

Adjective: outstanding

Exercise 7: Complete the Conversation — Answers

1. Di: Let's review the action points from last week.
2. Rob: There are two outstanding tasks still not complete.
3. Di: Who is the assignee for the budget report?
4. Rob: That's me. The due date is this Friday.
5. Di: Please update me on your progress by Wednesday.
6. Rob: Of course. I'll also circulate the draft to the team.
7. Di: Good. I'll sign off the final version next Monday.
8. Rob: And if there are issues, should I escalate them to you?