

Talking in Meetings 2

A2 Level | Student Worksheet

1. Learn the Phrases

Phrase	Use	Example
Thanks everyone for coming	Welcoming everyone	Thanks everyone for coming. Let's get started.
What do you think?	Asking for an opinion	What do you think? Should we use the blue design or the red one?
That's a good point	Supporting an idea	That's a good point. I think you're right.
Sorry, can I say something?	Interrupting politely	Sorry, can I say something? I have an idea about the design.
Could you say that again?	Asking someone to repeat	Could you say that again? I didn't hear you.
So, to sum up	Summarizing	So, to sum up, we need more time to decide.
Let's agree to disagree	Agreeing to disagree	We don't agree, so let's agree to disagree for now.
Thanks for your time	Thanking everyone	Thanks for your time. See you next week.

2. True or False

1. We use "Thanks everyone for coming" to welcome everyone to a meeting. True / False
2. We use "What do you think?" to interrupt politely. True / False
3. We use "That's a good point" to support someone's idea. True / False
4. We use "Sorry, can I say something?" to thank everyone at the end. True / False
5. We use "Could you say that again?" to summarize the main points. True / False
6. We use "So, to sum up" to summarize the main points. True / False
7. We use "Let's agree to disagree" to ask for someone's opinion. True / False
8. We use "Thanks for your time" to thank everyone at the end. True / False

3. Multiple Choice

1. What can you say to welcome everyone to a meeting?

- A) That's a good point B) Let's agree to disagree C) Thanks everyone for coming D) So, to sum up

2. What can you say to ask for someone's opinion?

- A) What do you think? B) Could you say that again? C) Thanks for your time D) Sorry, can I say something?

3. What can you say to support someone's idea?

- A) So, to sum up B) Thanks everyone for coming C) Could you say that again? D) That's a good point

4. What can you say to interrupt politely?

- A) Let's agree to disagree B) Sorry, can I say something? C) What do you think? D) Thanks for your time

5. What can you say to ask someone to repeat?

A) Thanks everyone for coming B) So, to sum up C) Could you say that again? D) That's a good point

6. What can you say to summarize the main points?

A) So, to sum up B) Thanks for your time C) Sorry, can I say something? D) Let's agree to disagree

7. What can you say to agree to disagree?

A) What do you think? B) Thanks everyone for coming C) Could you say that again? D) Let's agree to disagree

8. What can you say to thank everyone at the end?

A) That's a good point B) Thanks for your time C) So, to sum up D) Sorry, can I say something?

4. Matching

Match each phrase (1-8) with its function (A-H).

Phrase	Your answer
1. Thanks everyone for coming	_____
2. What do you think?	_____
3. That's a good point	_____
4. Sorry, can I say something?	_____
5. Could you say that again?	_____
6. So, to sum up	_____
7. Let's agree to disagree	_____
8. Thanks for your time	_____

A) Agreeing to disagree B) Asking for an opinion C) Asking someone to repeat D) Interrupting politely E) Summarizing F) Supporting an idea G) Thanking everyone H) Welcoming everyone

5. Gap Fill

1. _____ everyone for coming
2. What do you _____?
3. That's a good _____
4. Sorry, can I say _____?
5. Could you say that _____?
6. So, to _____ up
7. Let's agree to _____
8. Thanks for your _____

6. Word Order

Put the words in the correct order.

1. for / coming / Thanks / everyone

2. think / What / you / do

3. good / That's / point / a

4. something / Sorry, / say / can / I

5. that / say / Could / again? / you

6. up / So, / sum / to

7. disagree / agree / Let's / to

8. your / for / Thanks / time

7. Word Sort

Sort the phrases into two groups: **Opening or Joining In** and **Supporting, Closing or Resolving**.

- Thanks everyone for coming
- What do you think?
- That's a good point
- Sorry, can I say something?
- Could you say that again?
- So, to sum up
- Let's agree to disagree
- Thanks for your time

Opening or Joining In	Supporting, Closing or Resolving

8. Complete the Conversation

Complete the conversation using the phrases you learned.

Anna (Manager): Good morning, everyone. _____ (1)

Anna: Today we need to talk about the new website design.

Anna: _____ (2)

Tom: _____ (3) I think we should use blue.

Priya: _____ (4)

Tom: Sure. _____ (5), I think blue looks more professional than red.

Priya: _____ (6). Blue is a great choice.

Anna: Tom, do you agree with red instead?

Tom: Not really, but _____ (7) for now.

Anna: _____ (8). See you all next week.

ANSWER KEY — Do Not Distribute to Students

True or False — Answers

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

Multiple Choice — Answers

1. C
2. A
3. D
4. B
5. C
6. A
7. D
8. B

Matching — Answers

1. H (Welcoming everyone)
2. B (Asking for an opinion)
3. F (Supporting an idea)
4. D (Interrupting politely)
5. C (Asking someone to repeat)
6. E (Summarizing)
7. A (Agreeing to disagree)
8. G (Thanking everyone)

Gap Fill — Answers

1. Thanks
2. think
3. point
4. something
5. again
6. sum
7. disagree
8. time

Word Order — Answers

1. Thanks everyone for coming
2. What do you think?
3. That's a good point
4. Sorry, can I say something?
5. Could you say that again?
6. So, to sum up

7. Let's agree to disagree
8. Thanks for your time

Word Sort — Answers

Opening or Joining In: Thanks everyone for coming; What do you think?; Sorry, can I say something?; Could you say that again?

Supporting, Closing or Resolving: That's a good point; So, to sum up; Let's agree to disagree; Thanks for your time

Complete the Conversation — Answers

1. Thanks everyone for coming
2. What do you think?
3. Sorry, can I say something?
4. Could you say that again?
5. So, to sum up
6. That's a good point
7. let's agree to disagree
8. Thanks for your time