

Talking in Meetings 3

A2 Level | Student Worksheet

1. Learn the Phrases

Phrase	Use	Example
Here's a quick update	Giving an update	Here's a quick update on the sales numbers.
When is this due?	Asking about a deadline	When is this due? We need to plan our time.
I can help with that	Offering to help	I can help with that. I have some free time this week.
Can we come back to that?	Asking to return to a point later	Can we come back to that? Let's finish this first.
Is everyone ready?	Checking everyone is ready	Is everyone ready? Let's begin.
The next step is...	Proposing next steps	The next step is to contact the supplier.
I'm a little worried about that	Expressing a concern	I'm a little worried about that. The cost is very high.
Let's meet again next week	Setting the next meeting	Let's meet again next week to check progress.

2. True or False

1. We use "Here's a quick update" to give an update. True / False
2. We use "When is this due?" to offer to help. True / False
3. We use "I can help with that" to offer to help. True / False
4. We use "Can we come back to that?" to give an update. True / False
5. We use "Is everyone ready?" to propose the next steps. True / False
6. We use "The next step is..." to propose the next steps. True / False
7. We use "I'm a little worried about that" to set the next meeting. True / False
8. We use "Let's meet again next week" to set the next meeting. True / False

3. Multiple Choice

1. What can you say to give an update?

A) Can we come back to that? B) Here's a quick update C) The next step is... D) I'm a little worried about that

2. What can you say to ask about a deadline?

A) Is everyone ready? B) I can help with that C) Let's meet again next week D) When is this due?

3. What can you say to offer to help?

A) I can help with that B) Here's a quick update C) When is this due? D) Can we come back to that?

4. What can you say to ask to come back to a point later?

A) The next step is... B) I'm a little worried about that C) Can we come back to that? D) Is everyone ready?

5. What can you say to check that everyone is ready?

A) Let's meet again next week B) Is everyone ready? C) I can help with that D) Here's a quick update

6. What can you say to propose the next steps?

A) When is this due? B) I'm a little worried about that C) Can we come back to that? D) The next step is...

7. What can you say to express a concern?

A) I'm a little worried about that B) Here's a quick update C) Let's meet again next week D) When is this due?

8. What can you say to set the next meeting?

A) I can help with that B) The next step is... C) Let's meet again next week D) Is everyone ready?

4. Matching

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

Phrase	Your answer
1. Here's a quick update	_____
2. When is this due?	_____
3. I can help with that	_____
4. Can we come back to that?	_____
5. Is everyone ready?	_____
6. The next step is...	_____
7. I'm a little worried about that	_____
8. Let's meet again next week	_____

A) Asking about a deadline B) Asking to return to a point later C) Checking everyone is ready D) Expressing a concern E) Giving an update F) Offering to help G) Proposing next steps H) Setting the next meeting

5. Gap Fill

1. Here's a quick _____
2. When is this _____?
3. I can _____ with that
4. Can we come _____ to that?
5. Is everyone _____?
6. The _____ step is...
7. I'm a little _____ about that
8. Let's _____ again next week

6. Word Order

Put the words in the correct order.

1. update / Here's / quick / a

2. due? / When / this / is

3. with / I / that / help / can

4. back / Can / that? / we / to / come

5. ready? / Is / everyone

6. step / The / is... / next

7. worried / I'm / that / little / about / a

8. next / Let's / week / meet / again

7. Word Sort

Sort the phrases into two groups: **Managing Time and Tasks** and **Checking In and Planning Ahead**.

- Here's a quick update
- When is this due?
- I can help with that
- Can we come back to that?
- Is everyone ready?
- The next step is...
- I'm a little worried about that
- Let's meet again next week

Managing Time and Tasks	Checking In and Planning Ahead

8. Complete the Conversation

Complete the conversation using the phrases you learned.

Anna (Manager): OK, let's start. _____? (1)

Anna: Great. _____ (2) on the marketing campaign.

Tom: _____ (3)? We need to plan the launch.

Anna: Next Friday.

Priya: _____ (4) with the design. I finished early this week.

Anna: Perfect. _____ (5) to send the design to the printer.

Tom: _____ (6) the cost. It's higher than last time.

Anna: _____ (7)? Let's talk about the budget after this point.

Tom: Sure, no problem.

Anna: OK, _____ (8) to check progress.

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

Matching — Answers

1. E (Giving an update)
2. A (Asking about a deadline)
3. F (Offering to help)
4. B (Asking to return to a point later)
5. C (Checking everyone is ready)
6. G (Proposing next steps)
7. D (Expressing a concern)
8. H (Setting the next meeting)

Gap Fill — Answers

1. update
2. due
3. help
4. back
5. ready
6. next
7. worried
8. meet

Word Order — Answers

1. Here's a quick update
2. When is this due?
3. I can help with that
4. Can we come back to that?
5. Is everyone ready?
6. The next step is...

7. I'm a little worried about that
8. Let's meet again next week

Word Sort — Answers

Managing Time and Tasks: Here's a quick update; When is this due?; I can help with that; Can we come back to that?

Checking In and Planning Ahead: Is everyone ready?; The next step is...; I'm a little worried about that; Let's meet again next week

Complete the Conversation — Answers

1. Is everyone ready?
2. Here's a quick update
3. When is this due?
4. I can help with that
5. The next step is...
6. I'm a little worried about that
7. Can we come back to that?
8. Let's meet again next week