

# Talking in Meetings

A2 Level | Student Worksheet

## 1. Learn the Phrases

| Phrase                        | Use                      | Example                                                            |
|-------------------------------|--------------------------|--------------------------------------------------------------------|
| Let's begin the meeting       | Starting the meeting     | Let's begin the meeting. First, we'll talk about the new schedule. |
| In my opinion                 | Giving an opinion        | In my opinion, the new schedule is better for everyone.            |
| I agree with you              | Agreeing                 | I agree with you. The new schedule is a good idea.                 |
| I don't agree with that       | Disagreeing              | I don't agree with that. I think the old schedule was better.      |
| Could you explain that again? | Asking for clarification | Could you explain that again? I don't understand the new hours.    |
| Why don't we...?              | Making a suggestion      | Why don't we try the new schedule for one month?                   |
| Does that make sense?         | Checking understanding   | We will start at 9am every day. Does that make sense?              |
| Let's finish here             | Closing the meeting      | OK, let's finish here. Thank you, everyone.                        |

## 2. True or False

1. We use "Let's begin the meeting" to close a meeting. True / False
2. We use "In my opinion" to give an opinion. True / False
3. We use "I agree with you" to disagree. True / False
4. We use "Could you explain that again?" to ask for clarification. True / False
5. We use "Why don't we...?" to make a suggestion. True / False
6. We use "Does that make sense?" to check understanding. True / False
7. We use "Let's finish here" to start a meeting. True / False
8. We use "I don't agree with that" to agree. True / False

## 3. Multiple Choice

1. What can you say to start a meeting?  
A) Let's begin the meeting B) I agree with you C) Does that make sense? D) Let's finish here
2. What can you say to give your opinion?  
A) Could you explain that again? B) In my opinion C) Why don't we...? D) Let's begin the meeting
3. What can you say to agree with someone?  
A) I don't agree with that B) Let's finish here C) I agree with you D) In my opinion
4. What can you say to disagree politely?  
A) I don't agree with that B) I agree with you C) Does that make sense? D) Why don't we...?
5. What can you say to ask for clarification?  
A) Let's finish here B) In my opinion C) Could you explain that again? D) I agree with you
6. What can you say to make a suggestion?  
A) Does that make sense? B) Why don't we...? C) Let's begin the meeting D) I don't agree with that
7. What can you say to check others understand?  
A) Does that make sense? B) Could you explain that again? C) I agree with you D) Let's finish here
8. What can you say to close a meeting?  
A) In my opinion B) Why don't we...? C) I don't agree with that D) Let's finish here

## 4. Matching

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

| Phrase                           | Your answer |
|----------------------------------|-------------|
| 1. Let's begin the meeting       | _____       |
| 2. In my opinion                 | _____       |
| 3. I agree with you              | _____       |
| 4. I don't agree with that       | _____       |
| 5. Could you explain that again? | _____       |
| 6. Why don't we...?              | _____       |
| 7. Does that make sense?         | _____       |
| 8. Let's finish here             | _____       |

A) Disagreeing B) Asking for clarification C) Checking understanding D) Closing the meeting E) Agreeing F) Making a suggestion G) Starting the meeting H) Giving an opinion

## 5. Gap Fill

1. Let's \_\_\_\_\_ the meeting
2. In my \_\_\_\_\_
3. I \_\_\_\_\_ with you
4. I don't \_\_\_\_\_ with that
5. Could you \_\_\_\_\_ that again?
6. Why \_\_\_\_\_ we try the new schedule?
7. Does that make \_\_\_\_\_?
8. Let's \_\_\_\_\_ here

## 6. Word Order

Put the words in the correct order.

1. begin / Let's / meeting / the

---

2. my / opinion / In

---

3. with / agree / you / I

---

4. that / don't / with / I / agree

---

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

---

6. we / Why / try / schedule? / the / new / don't

---

7. sense? / that / make / Does

---

8. here / finish / Let's

---

## 7. Word Sort

Sort the phrases into two groups: **Agreeing or Suggesting** and **Disagreeing or Managing the Meeting**.

- Let's begin the meeting
- In my opinion
- I agree with you
- I don't agree with that
- Could you explain that again?
- Why don't we...?
- Does that make sense?
- Let's finish here

| Agreeing or Suggesting | Disagreeing or Managing the Meeting |
|------------------------|-------------------------------------|
|                        |                                     |
|                        |                                     |
|                        |                                     |
|                        |                                     |

## 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 work schedule.

**Tom:** \_\_\_\_\_ (2), the new schedule is difficult for people with children.

**Anna:** I understand. Priya, what do you think?

**Priya:** \_\_\_\_\_ (3). I think the new schedule is more flexible.

**Tom:** Hmm. \_\_\_\_\_ (4). I still have some questions.

**Anna:** \_\_\_\_\_ (5) we try it for two weeks and then talk again?

**Tom:** OK, that sounds fair.

**Anna:** Good. We will start on Monday. \_\_\_\_\_ (6)?

**Priya:** Yes, that's clear.

**Tom:** Could you \_\_\_\_\_ (7) how the new hours work? I'm still not sure.

**Anna:** Of course. And now, \_\_\_\_\_ (8). Thank you, everyone.

## ANSWER KEY — Do Not Distribute to Students

### True or False — Answers

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

### Multiple Choice — Answers

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

### Matching — Answers

1. G (Starting the meeting)
2. H (Giving an opinion)
3. E (Agreeing)
4. A (Disagreeing)
5. B (Asking for clarification)
6. F (Making a suggestion)
7. C (Checking understanding)
8. D (Closing the meeting)

## Gap Fill — Answers

1. begin
2. opinion
3. agree
4. agree
5. explain
6. don't
7. sense
8. finish

## Word Order — Answers

1. Let's begin the meeting
2. In my opinion
3. I agree with you
4. I don't agree with that
5. Could you explain that again?
6. Why don't we try the new schedule?
7. Does that make sense?
8. Let's finish here

## Word Sort — Answers

**Agreeing or Suggesting:** I agree with you; Why don't we...?; In my opinion; Does that make sense?

**Disagreeing or Managing the Meeting:** I don't agree with that; Let's begin the meeting; Could you explain that again?; Let's finish here

## **Complete the Conversation — Answers**

1. Let's begin the meeting
2. In my opinion
3. I agree with you
4. I don't agree with that
5. Why don't
6. Does that make sense
7. explain that again
8. let's finish here