

Talking in Meetings 2

B1 Level | Student Worksheet

1. Learn the Phrases

Phrase	Use	Example
Just to update you...	Giving an update	Just to update you, the report is almost finished.
What do you think about...?	Asking for an opinion	What do you think about the new proposal?
I'm not sure that will work	Expressing doubt	I'm not sure that will work with our current budget.
I can take care of that	Offering to help	I can take care of that - just send me the details.
The next step is to...	Proposing next steps	The next step is to contact the supplier this week.
How long do we have?	Checking the time	How long do we have before the next meeting?
That could work, but...	Agreeing with a reservation	That could work, but we'll need more staff.
Thanks for your time today	Thanking and closing	Thanks for your time today - I'll send the notes by email.

2. Situational Response

Read each situation. Write your own sentence using an appropriate phrase. (Answers will vary - see the answer key for a model answer.)

1. You want to share new information with the group before moving on.

2. You want to hear someone else's opinion before a decision is made.

3. You want to express doubt about an idea without rejecting it outright.

4. You are volunteering to handle a task yourself.

5. You want to propose what should happen immediately after this.

6. You want to check how much time is left before a deadline.

7. You want to partly agree with an idea while raising a concern.

8. You want to thank the group and signal that the meeting is ending.

3. Error Correction

Each sentence has one mistake in the meeting phrase. Write the correct phrase.

1. Just to updates you, the report is almost finished.

2. What you think about the new proposal?

3. I'm not sure that will worked with our current budget.

4. I can taking care of that - just send me the details.

5. The next step are to contact the supplier this week.

6. How long we do have before the next meeting?

7. That can work, but we'll need more staff.

8. Thanks for you time today - I'll send the notes by email.

4. Matching

Match each phrase (1-8) with the situation where you would use it (A-H).

Phrase	Your answer
1. Just to update you...	_____
2. What do you think about...?	_____
3. I'm not sure that will work	_____
4. I can take care of that	_____
5. The next step is to...	_____
6. How long do we have?	_____
7. That could work, but...	_____
8. Thanks for your time today	_____

- A) You want to hear someone else's opinion before a decision is made.
- B) You want to partly agree with an idea while raising a concern.
- C) You want to check how much time is left before a deadline.
- D) You want to propose what should happen immediately after this.
- E) You want to thank the group and signal that the meeting is ending.
- F) You want to share new information with the group before moving on.
- G) You want to express doubt about an idea without rejecting it outright.
- H) You are volunteering to handle a task yourself.

5. Free Gap Fill

Type the missing phrase (not just one word) to complete each sentence.

1. _____, the budget is still under review. (Giving an update)
2. _____ the new proposal? (Asking for an opinion)
3. _____ with our current budget. (Expressing doubt)
4. _____ - just send me the details. (Offering to help)
5. _____ contact the supplier this week. (Proposing next steps)
6. _____ before the next meeting? (Checking the time)
7. _____ we'll need more staff. (Agreeing with a reservation)
8. _____ - I'll send the notes by email. (Thanking and closing)

6. Word Order

Put the words in the correct order to build the full sentence.

1. report / finished / is / almost / update / the / you, / Just / to

2. the / think / proposal? / you / What / do / new / about

3. our / with / I'm / current / work / sure / not / that / budget / will

4. that / details / of / I / just / me / can / take / care / send / - / the

5. week / step / contact / is / next / supplier / the / this / to / The

6. before / we / How / have / do / meeting? / long / next / the

7. staff / could / we'll / more / work, / need / but / That

8. today / send / Thanks / email / notes / - / the / I'll / for / time / by / your

7. Best Fit

Read each scenario. All the options are correct English - choose the one that best fits.

1. You're leading a meeting and want to briefly tell the group where things stand on a task before moving to the next item.

A) What do you think about...? B) Just to update you... C) The next step is to... D) How long do we have?

2. Before making a final decision, you want to make sure a colleague's perspective is heard.

A) What do you think about...? B) I'm not sure that will work C) That could work, but... D) Just to update you...

3. A colleague proposes a plan you're not convinced will succeed, but you don't want to shut the idea down completely.

A) That could work, but... B) I can take care of that C) The next step is to... D) I'm not sure that will work

4. A task needs to be done and no one has volunteered yet, so you step in.

A) The next step is to... B) What do you think about...? C) I can take care of that D) Thanks for your time today

5. The discussion is finished and you want to move the group toward action.

A) The next step is to... B) How long do we have? C) I'm not sure that will work D) Just to update you...

6. You're aware the meeting is running long and want to know how much longer you can discuss this topic.

A) That could work, but... B) I can take care of that C) What do you think about...? D) How long do we have?

7. An idea has real potential, but you can see a practical problem with it that needs to be addressed.

A) I'm not sure that will work B) Thanks for your time today C) That could work, but... D) Just to update you...

8. The meeting has covered everything needed and you want to close on a positive, appreciative note.

A) The next step is to... B) Thanks for your time today C) How long do we have? D) I can take care of that

8. Dialogue Continuation

Read the conversation below. Then write the next 2-3 lines yourself, using at least two of the target phrases naturally.

Anna (Manager): OK everyone, just to update you, we're still waiting on the supplier's delivery date.

Tom: That's frustrating. What do you think we should do if it doesn't arrive by Friday?

Priya: I'm not sure that will work if we wait much longer - we might miss the client deadline.

Anna: Good point. Let's think about our options...

ANSWER KEY — Do Not Distribute to Students

Situational Response — Model Answers

Answers will vary. These are model answers only.

1. Just to update you, the report is almost finished.
2. What do you think about the new proposal?
3. I'm not sure that will work with our current budget.
4. I can take care of that - just send me the details.
5. The next step is to contact the supplier this week.
6. How long do we have before the next meeting?
7. That could work, but we'll need more staff.
8. Thanks for your time today - I'll send the notes by email.

Error Correction — Answers

1. Just to update you...
2. What do you think about...?
3. I'm not sure that will work
4. I can take care of that
5. The next step is to...
6. How long do we have?
7. That could work, but...
8. Thanks for your time today

Matching — Answers

1. F
2. A
3. G
4. H
5. D
6. C
7. B
8. E

Free Gap Fill — Answers

1. Just to update you...
2. What do you think about...?
3. I'm not sure that will work
4. I can take care of that
5. The next step is to...
6. How long do we have?
7. That could work, but...
8. Thanks for your time today

Word Order — Answers

1. Just to update you, the report is almost finished.
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7. That could work, but we'll need more staff.
8. Thanks for your time today - I'll send the notes by email.

Best Fit — Answers

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

Dialogue Continuation — Model Answer

Answers will vary. This is a model continuation using all 5 remaining phrases:

The next step is to contact a backup supplier today. I can take care of that if you'd like. How long do we have before we need to confirm? If we act now, that could work, but we'll need everyone's help. Thanks for your time today - I'll follow up by email.