

Talking in Meetings 3

B1 Level | Student Worksheet

1. Learn the Phrases

Phrase	Use	Example
To summarize what we've covered...	Summarizing progress	To summarize what we've covered, we've agreed on the budget and the timeline.
Could you take the lead on this?	Delegating a task	Could you take the lead on this? You have the most experience.
Let's set a deadline for...	Setting a deadline	Let's set a deadline for the end of next week.
Is that realistic given our resources?	Checking feasibility	Is that realistic given our resources? We're already stretched thin.
What if we met halfway on this?	Proposing a compromise	What if we met halfway on this and split the difference?
Could you go into more detail?	Asking for more detail	Could you go into more detail about the costs involved?
I see it a bit differently, actually	Disagreeing with a counterpoint	I see it a bit differently, actually - I think we should wait.
Let's wrap up with clear action points	Closing with action points	Let's wrap up with clear action points so everyone knows their tasks.

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 briefly recap the main points before moving on to a new topic.

2. You want to ask someone to take responsibility for a task.

3. You want to agree on a clear date for finishing something.

4. You want to question whether a plan is actually achievable.

5. You want to suggest a middle position between two different views.

6. You want someone to explain their point more fully.

7. You want to politely disagree and then explain your own view.

8. You want to end the meeting by making sure everyone knows what to do next.

3. Error Correction

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

1. To summarize what we've cover, we've agreed on the budget and the timeline.

2. Could you take the lead in this? You have the most experience.

3. Let's set a deadline of the end of next week.

4. Is that realistic give our resources? We're already stretched thin.

5. What if we meet halfway on this and split the difference?

6. Could you going into more detail about the costs involved?

7. I seen it a bit differently, actually - I think we should wait.

8. Let's wrap up with clear action point so everyone knows their tasks.

4. Matching

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

Phrase	Your answer
1. To summarize what we've covered...	_____
2. Could you take the lead on this?	_____
3. Let's set a deadline for...	_____
4. Is that realistic given our resources?	_____
5. What if we met halfway on this?	_____
6. Could you go into more detail?	_____
7. I see it a bit differently, actually	_____
8. Let's wrap up with clear action points	_____

- A) You want someone to explain their point more fully.
- B) You want to agree on a clear date for finishing something.
- C) You want to ask someone to take responsibility for a task.
- D) You want to briefly recap the main points before moving on to a new topic.
- E) You want to end the meeting by making sure everyone knows what to do next.
- F) You want to politely disagree and then explain your own view.
- G) You want to question whether a plan is actually achievable.
- H) You want to suggest a middle position between two different views.

5. Free Gap Fill

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

1. _____, we've agreed on the budget and the timeline. (Summarizing progress)
2. _____ You have the most experience. (Delegating a task)
3. _____ the end of next week. (Setting a deadline)
4. _____? We're already stretched thin. (Checking feasibility)
5. _____ and split the difference? (Proposing a compromise)
6. _____ about the costs involved? (Asking for more detail)
7. _____ - I think we should wait. (Disagreeing with a counterpoint)
8. _____ so everyone knows their tasks. (Closing with action points)

6. Word Order

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

1. what / summarize / agreed / covered, / To / the / timeline / we've / and / the / on / we've / budget

2. the / on / this? / the / you / You / have / most / Could / lead / take / experience

3. end / set / Let's / deadline / next / of / for / the / week / a

4. Is / stretched / already / given / thin / resources? / We're / that / realistic / our

5. halfway / split / this / the / if / difference? / on / and / What / we / met

6. into / involved? / costs / more / the / detail / about / Could / you / go

7. wait / - / it / we / should / see / think / actually / I / a / bit / differently, / I

8. points / Let's / tasks / wrap / up / everyone / clear / knows / so / with / action / their

7. Best Fit

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

1. You want to briefly recap the main points before moving on to a new topic.

A) Could you take the lead on this? B) To summarize what we've covered... C) Is that realistic given our resources? D) Let's wrap up with clear action points

2. You want to ask someone to take responsibility for a task.

A) I see it a bit differently, actually B) What if we met halfway on this? C) Could you go into more detail? D) Could you take the lead on this?

3. You want to agree on a clear date for finishing something.

A) Let's set a deadline for... B) To summarize what we've covered... C) Let's wrap up with clear action points D) Is that realistic given our resources?

4. You want to question whether a plan is actually achievable.

A) Could you take the lead on this? B) What if we met halfway on this? C) Is that realistic given our resources? D) I see it a bit differently, actually

5. You want to suggest a middle position between two different views.

A) Could you go into more detail? B) What if we met halfway on this? C) Let's set a deadline for... D) Let's wrap up with clear action points

6. You want someone to explain their point more fully.

A) To summarize what we've covered... B) Is that realistic given our resources? C) I see it a bit differently, actually D) Could you go into more detail?

7. You want to politely disagree and then explain your own view.

A) I see it a bit differently, actually B) Let's set a deadline for... C) Could you take the lead on this? D) What if we met halfway on this?

8. You want to end the meeting by making sure everyone knows what to do next.

A) Could you go into more detail? B) To summarize what we've covered... C) Let's wrap up with clear action points D) Let's set a deadline for...

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 team, to summarize what we've covered, we're behind on the client report and need a plan.

Tom: Could you take the lead on this, Priya? You know the client best.

Priya: I see it a bit differently, actually - I think Tom should lead since he wrote the first draft.

Anna: Good point. Let's think about how to move forward...

ANSWER KEY — Do Not Distribute to Students

Situational Response — Model Answers

Answers will vary. These are model answers only.

1. To summarize what we've covered, we've agreed on the budget and the timeline.
2. Could you take the lead on this? You have the most experience.
3. Let's set a deadline for the end of next week.
4. Is that realistic given our resources? We're already stretched thin.
5. What if we met halfway on this and split the difference?
6. Could you go into more detail about the costs involved?
7. I see it a bit differently, actually - I think we should wait.
8. Let's wrap up with clear action points so everyone knows their tasks.

Error Correction — Answers

1. To summarize what we've covered...
2. Could you take the lead on this?
3. Let's set a deadline for...
4. Is that realistic given our resources?
5. What if we met halfway on this?
6. Could you go into more detail?
7. I see it a bit differently, actually
8. Let's wrap up with clear action points

Matching — Answers

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

Free Gap Fill — Answers

1. To summarize what we've covered...
2. Could you take the lead on this?
3. Let's set a deadline for...
4. Is that realistic given our resources?
5. What if we met halfway on this?
6. Could you go into more detail?
7. I see it a bit differently, actually
8. Let's wrap up with clear action points

Word Order — Answers

1. To summarize what we've covered, we've agreed on the budget and the timeline.
2. Could you take the lead on this? You have the most experience.
3. Let's set a deadline for the end of next week.
4. Is that realistic given our resources? We're already stretched thin.
5. What if we met halfway on this and split the difference?

6. Could you go into more detail about the costs involved?
7. I see it a bit differently, actually - I think we should wait.
8. Let's wrap up with clear action points so everyone knows their tasks.

Best Fit — Answers

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

Dialogue Continuation — Model Answer

Answers will vary. This is a model continuation using several of the target phrases:

Let's set a deadline for Friday afternoon. Could you go into more detail about what's left to do, Tom? Is that realistic given our resources? If it works, let's wrap up with clear action points so everyone knows their tasks.