

Talking in Meetings 4

B1 Level | Student Worksheet

1. Learn the Phrases

Phrase	Use	Example
Let's go through the agenda first	Setting the agenda	Let's go through the agenda first, then we can open it up for questions.
Let's get back on track	Redirecting the discussion	Let's get back on track - we only have ten minutes left.
That's a fair point, but...	Acknowledging a point with a caveat	That's a fair point, but I think we should consider the cost too.
Who's responsible for this?	Asking who is responsible	Who's responsible for this? We need to assign someone today.
So, are we all in agreement?	Confirming agreement	So, are we all in agreement? Let's move on if so.
Can we leave that for another time?	Postponing a decision	Can we leave that for another time? We're running short on time.
Does anyone have any objections?	Checking for objections	Does anyone have any objections? If not, we'll go ahead.
Let's schedule a follow-up meeting	Requesting a follow-up meeting	Let's schedule a follow-up meeting for next Tuesday.

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 outline what will be covered before the discussion starts.

2. You want to steer the conversation back to the main topic after it has drifted.

3. You want to recognize someone's point before adding your own concern.

4. You want to find out who is in charge of a task.

5. You want to check that everyone accepts a decision before moving forward.

6. You want to put off discussing something until a later meeting.

7. You want to make sure no one disagrees before finalizing a decision.

8. You want to arrange another meeting to continue the discussion.

3. Error Correction

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

1. Let's went through the agenda first, then we can open it up for questions.

2. Let's get back in track - we only have ten minutes left.

3. That's a fair points, but I think we should consider the cost too.

4. Who's responsible of this? We need to assign someone today.

5. So, are we all in agree? Let's move on if so.

6. Can we leave that to another time? We're running short on time.

7. Does anyone has any objections? If not, we'll go ahead.

8. Let's scheduled a follow-up meeting for next Tuesday.

4. Matching

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

Phrase	Your answer
1. Let's go through the agenda first	_____
2. Let's get back on track	_____
3. That's a fair point, but...	_____
4. Who's responsible for this?	_____
5. So, are we all in agreement?	_____
6. Can we leave that for another time?	_____
7. Does anyone have any objections?	_____
8. Let's schedule a follow-up meeting	_____

- A) You want to arrange another meeting to continue the discussion.
- B) You want to check that everyone accepts a decision before moving forward.
- C) You want to find out who is in charge of a task.
- D) You want to make sure no one disagrees before finalizing a decision.
- E) You want to outline what will be covered before the discussion starts.
- F) You want to put off discussing something until a later meeting.
- G) You want to recognize someone's point before adding your own concern.
- H) You want to steer the conversation back to the main topic after it has drifted.

5. Free Gap Fill

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

1. _____, then we can open it up for questions. (Setting the agenda)
2. _____ - we only have ten minutes left. (Redirecting the discussion)
3. _____ I think we should consider the cost too. (Acknowledging a point with a caveat)
4. _____? We need to assign someone today. (Asking who is responsible)
5. _____? Let's move on if so. (Confirming agreement)
6. _____? We're running short on time. (Postponing a decision)
7. _____? If not, we'll go ahead. (Checking for objections)
8. _____ for next Tuesday. (Requesting a follow-up meeting)

6. Word Order

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

1. it / Let's / first, / for / through / can / the / open / agenda / up / we / then / questions / go

2. we / only / - / ten / have / get / on / left / Let's / track / back / minutes

3. too / should / I / the / but / we / a / fair / cost / That's / consider / think / point,

4. We / need / someone / assign / today / responsible / for / Who's / to / this?

5. so / if / move / Let's / are / on / in / we / So, / all / agreement?

6. that / running / leave / short / on / another / time / We're / for / Can / time? / we

7. ahead / not, / we'll / have / Does / any / If / anyone / go / objections?

8. a / next / for / Tuesday / meeting / schedule / Let's / follow-up

7. Best Fit

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

1. You want to outline what will be covered before the discussion starts.

A) Let's get back on track B) Let's go through the agenda first C) Who's responsible for this? D) Can we leave that for another time?

2. You want to steer the conversation back to the main topic after it has drifted.

A) That's a fair point, but... B) So, are we all in agreement? C) Does anyone have any objections? D) Let's get back on track

3. You want to recognize someone's point before adding your own concern.

A) That's a fair point, but... B) Let's schedule a follow-up meeting C) Let's go through the agenda first D) Who's responsible for this?

4. You want to find out who is in charge of a task.

A) Can we leave that for another time? B) Let's get back on track C) Who's responsible for this? D) Does anyone have any objections?

5. You want to check that everyone accepts a decision before moving forward.

A) Let's schedule a follow-up meeting B) So, are we all in agreement? C) That's a fair point, but... D) Let's go through the agenda first

6. You want to put off discussing something until a later meeting.

A) Who's responsible for this? B) So, are we all in agreement? C) Let's get back on track D) Can we leave that for another time?

7. You want to make sure no one disagrees before finalizing a decision.

A) Does anyone have any objections? B) Let's go through the agenda first C) Let's schedule a follow-up meeting D) That's a fair point, but...

8. You want to arrange another meeting to continue the discussion.

A) Who's responsible for this? B) Can we leave that for another time? C) Let's schedule a follow-up meeting D) So, are we all in agreement?

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): Let's go through the agenda first, then we can open it up for questions.

Tom: Actually, can we talk about the parking issue first? It's been bothering everyone.

Anna: Let's get back on track - we only have ten minutes left for the main topics.

Priya: That's a fair point, but the parking issue really needs raising too.

ANSWER KEY — Do Not Distribute to Students

Situational Response — Model Answers

Answers will vary. These are model answers only.

1. Let's go through the agenda first, then we can open it up for questions.
2. Let's get back on track - we only have ten minutes left.
3. That's a fair point, but I think we should consider the cost too.
4. Who's responsible for this? We need to assign someone today.
5. So, are we all in agreement? Let's move on if so.
6. Can we leave that for another time? We're running short on time.
7. Does anyone have any objections? If not, we'll go ahead.
8. Let's schedule a follow-up meeting for next Tuesday.

Error Correction — Answers

1. Let's go through the agenda first
2. Let's get back on track
3. That's a fair point, but...
4. Who's responsible for this?
5. So, are we all in agreement?
6. Can we leave that for another time?
7. Does anyone have any objections?
8. Let's schedule a follow-up meeting

Matching — Answers

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

Free Gap Fill — Answers

1. Let's go through the agenda first
2. Let's get back on track
3. That's a fair point, but...
4. Who's responsible for this?
5. So, are we all in agreement?
6. Can we leave that for another time?
7. Does anyone have any objections?
8. Let's schedule a follow-up meeting

Word Order — Answers

1. Let's go through the agenda first, then we can open it up for questions.
2. Let's get back on track - we only have ten minutes left.
3. That's a fair point, but I think we should consider the cost too.
4. Who's responsible for this? We need to assign someone today.
5. So, are we all in agreement? Let's move on if so.

6. Can we leave that for another time? We're running short on time.
7. Does anyone have any objections? If not, we'll go ahead.
8. Let's schedule a follow-up meeting for next Tuesday.

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:

Who's responsible for this? Does anyone have any objections if we ask Priya to look into it? Let's schedule a follow-up meeting to sort out the details.