

Talking in Meetings

B1 Level | Student Worksheet

1. Learn the Phrases

Phrase	Use	Example
Let's get started	Opening the meeting	OK, let's get started. We have a lot to cover today.
I'd like to add something	Adding a point	I'd like to add something about the budget before we move on.
I completely agree	Agreeing	I completely agree. That's exactly what we should do.
I see it differently	Disagreeing politely	I see it differently. I think we should wait until next month.
Sorry to interrupt, but...	Interrupting politely	Sorry to interrupt, but can I ask a quick question?
Could you clarify what you mean?	Asking for clarification	Could you clarify what you mean by 'flexible hours'?
Perhaps we could...	Making a suggestion	Perhaps we could ask the team for feedback first.
Let's wrap up here	Closing the meeting	Let's wrap up here. Thanks for your input, everyone.

2. True or False

1. We use "Let's get started" to close a meeting. True / False
2. We use "I'd like to add something" to add a point. True / False
3. We use "I completely agree" to disagree. True / False
4. We use "I see it differently" to disagree politely. True / False
5. We use "Sorry to interrupt, but..." to interrupt politely. True / False
6. We use "Could you clarify what you mean?" to ask for clarification. True / False
7. We use "Perhaps we could..." to open a meeting. True / False
8. We use "Let's wrap up here" to add a point. True / False

3. Multiple Choice

1. What can you say to open a meeting?
A) I see it differently B) Let's get started C) Could you clarify what you mean? D) Let's wrap up here
2. What can you say to add a point?
A) I'd like to add something B) Perhaps we could... C) Sorry to interrupt, but... D) I completely agree
3. What can you say to agree strongly?
A) I see it differently B) Let's wrap up here C) I completely agree D) Could you clarify what you mean?
4. What can you say to disagree politely?
A) I completely agree B) Let's get started C) Perhaps we could... D) I see it differently
5. What can you say to interrupt politely?
A) Sorry to interrupt, but... B) Let's wrap up here C) I completely agree D) Could you clarify what you mean?
6. What can you say to ask for clarification?
A) Let's get started B) Could you clarify what you mean? C) I'd like to add something D) I see it differently
7. What can you say to make a suggestion?
A) I completely agree B) Let's wrap up here C) Perhaps we could... D) Sorry to interrupt, but...
8. What can you say to close a meeting?
A) I'd like to add something B) Could you clarify what you mean? C) Perhaps we could... D) Let's wrap up here

4. Matching

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

Phrase	Your answer
1. Let's get started	_____
2. I'd like to add something	_____
3. I completely agree	_____
4. I see it differently	_____
5. Sorry to interrupt, but...	_____
6. Could you clarify what you mean?	_____
7. Perhaps we could...	_____
8. Let's wrap up here	_____

A) Adding a point B) Opening the meeting C) Agreeing D) Asking for clarification E) Disagreeing politely F) Interrupting politely G) Making a suggestion H) Closing the meeting

5. Gap Fill

1. Let's get _____
2. I'd like to _____ something
3. I _____ agree
4. I see it _____
5. Sorry to _____, but...
6. Could you _____ what you mean?
7. _____ we could...?
8. Let's _____ up here

6. Word Order

Put the words in the correct order.

1. started / Let's / get

2. add / like / something / to / I'd

3. agree / completely / I

4. differently / it / see / I

5. to / but...? / interrupt, / Sorry

6. clarify / mean? / Could / what / you / you

7. could...? / we / Perhaps

8. here / wrap / Let's / up

7. Word Sort

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

- Let's get started
- I'd like to add something
- I completely agree
- I see it differently
- Sorry to interrupt, but...
- Could you clarify what you mean?
- Perhaps we could...
- Let's wrap up 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: Sorry, _____ (3) - I just want to check something with Priya first.

Anna: Priya, what do you think?

Priya: _____ (4). I think the new schedule is more flexible.

Tom: Hmm. _____ (5). I still have some questions.

Anna: _____ (6) we try it for two weeks and then talk again?

Tom: OK, that sounds fair. But _____ (7) what you mean by 'trial period'?

Anna: It means we can change it back if it doesn't work. 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. B
2. A
3. C
4. D
5. A
6. B
7. C
8. D

Matching — Answers

1. B (Opening the meeting)
2. A (Adding a point)
3. C (Agreeing)
4. E (Disagreeing politely)
5. F (Interrupting politely)
6. D (Asking for clarification)
7. G (Making a suggestion)
8. H (Closing the meeting)

Gap Fill — Answers

1. started
2. add
3. completely
4. differently
5. interrupt
6. clarify
7. Perhaps
8. wrap

Word Order — Answers

1. Let's get started
2. I'd like to add something
3. I completely agree
4. I see it differently
5. Sorry to interrupt, but...?
6. Could you clarify what you mean?
7. Perhaps we could...?
8. Let's wrap up here

Word Sort — Answers

Agreeing or Suggesting: I completely agree; Perhaps we could...; I'd like to add something; Let's wrap up here

Disagreeing or Managing the Meeting: I see it differently; Let's get started; Could you clarify what you mean?; Sorry to interrupt, but...

Complete the Conversation — Answers

1. Let's get started
2. I'd like to add something
3. to interrupt
4. I completely agree
5. I see it differently
6. Perhaps
7. could you clarify
8. let's wrap up here