

Office Dialogue & Roleplay 2

A2 · Elementary | Student Worksheet

Meeting Script

Scene: A short team meeting. Leo (Team Leader), Sara, and Ben are getting ready for a big client visit.

Leo: Hi team. Let's talk about our **game plan** for the client visit.

Sara: OK. First, is everyone **on board** with the new schedule?

Ben: Yes, I'm **on board**.

Leo: Great. This client visit could be a real **game changer** for us.

Sara: I agree. We need to **hit the ground running** on Monday.

Ben: Wait... I think I **dropped the ball** on the room booking.

Leo: Oh no. That's a problem.

Sara: Don't worry. Let's fix it together. This is **all hands on deck** now.

Leo: Ben, can you **take ownership** of the room booking today?

Ben: Yes, I will do it now.

Sara: We also need someone to **step up** and lead the presentation.

Leo: I can do that. Let's remember the **big picture** — a happy client.

Ben: I will **read the room** during the meeting and check how the client feels.

Sara: Good idea. Let's also **cover all bases** and prepare for questions.

Leo: We need to **pivot** the schedule a little, but I think we're ready.

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Exercise 1: Comprehension Check

Read the meeting script, then write **True** or **False** on the line.

1. The team decides only Ben needs to help now. _____
2. Leo steps up to lead the presentation. _____
3. Ben did the room booking correctly. _____
4. The team changes the schedule a little. _____
5. The team does not prepare for any questions. _____
6. Ben will read the room during the client meeting. _____
7. Everyone is on board with the new schedule. _____
8. The team has a game plan for the client visit. _____

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Exercise 2: Vocabulary in Context

Match each expression (1-12) with its correct meaning (a-l). Write the letter on the line.

- | | |
|---------------------------------|---|
| 1. step up _____ | a) to accept responsibility for something |
| 2. hit the ground running _____ | b) to start quickly and well |
| 3. all hands on deck _____ | c) to prepare for everything |
| 4. cover all bases _____ | d) agreeing to support a plan |
| 5. game plan _____ | e) something that changes a situation a lot |
| 6. game changer _____ | f) a plan for how to do something |
| 7. on board _____ | g) to change direction quickly |
| 8. take ownership _____ | h) everyone needs to help |
| 9. big picture _____ | i) the whole situation, not just one part |
| 10. drop the ball _____ | j) to fail to do something you should do |
| 11. pivot _____ | k) to do more or take responsibility |
| 12. read the room _____ | l) to understand how people feel |

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Exercise 3: Roleplay Task

New Scenario: Your team must organise a big work event next week, but there's a problem with the venue. Talk together and decide what to do.

Work in pairs. Each person takes one role card below. During your conversation, try to naturally use **all** of your target phrases. You have about 5–8 minutes.

Organiser

You are planning the event. You want a clear plan and you want everyone to help.

Try to use these phrases:

game plan • on board • big picture • take ownership • all hands on deck • cover all bases

Helper

You want to support the plan, but you also see some problems and new ideas.

Try to use these phrases:

step up • game changer • hit the ground running • drop the ball • pivot • read the room

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A2 · Elementary | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: Comprehension Check

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

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ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 2: Vocabulary in Context

1. step up = k
2. hit the ground running = b
3. all hands on deck = h
4. cover all bases = c
5. game plan = f
6. game changer = e
7. on board = d
8. take ownership = a
9. big picture = i
10. drop the ball = j
11. pivot = g
12. read the room = l