

Office Dialogue & Roleplay

A2 · Elementary | Student Worksheet

Meeting Script

Scene: A short team meeting. Mia (Team Leader), Tom, and Ana are talking about their project.

Mia: Hi everyone. Let's **touch base** about the project.

Tom: Sure. We are **on track** this week.

Ana: Good. But I have a **heads-up** for you.

Mia: OK, tell us.

Ana: The client wants a change. It's a **red flag** for the deadline.

Tom: I see. Let's not worry now. We can **circle back** to this later.

Mia: Good idea. First, let's **get the ball rolling** on the easy tasks.

Ana: Yes! Sending the welcome email is a **quick win**.

Tom: I agree. It's simple. It's a **no-brainer**.

Mia: Great. Tom, can you **take the lead** on that task?

Tom: Yes, no problem.

Ana: This new plan is good for us and the client. It's a **win-win**.

Mia: I agree. Let's **wrap up** the meeting now.

Tom: OK. I will **follow up** with the client tomorrow.

Mia: Perfect. Thank you, everyone.

Exercise 1: Comprehension Check

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

1. The client does not want any changes. _____
2. The team decides to fix the client problem right now. _____
3. The team touches base at the start of the meeting. _____
4. Ana has a heads-up about the client. _____
5. The new plan is bad for the client. _____
6. The change is a red flag for the deadline. _____
7. Sending the welcome email is a quick win. _____
8. Tom refuses to take the lead on the task. _____

Exercise 2: Vocabulary in Context

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

- | | |
|-------------------------------|---|
| 1. get the ball rolling _____ | a) to return to a topic or task later |
| 2. take the lead _____ | b) to be in charge of something |
| 3. red flag _____ | c) a situation that is good for everyone |
| 4. wrap up _____ | d) making the progress you planned or expected |
| 5. on track _____ | e) to make quick contact with someone to talk or share news |
| 6. heads-up _____ | f) to finish something |
| 7. circle back _____ | g) a warning sign that something might be wrong |
| 8. follow up _____ | h) to check on something again after the first time |
| 9. win-win _____ | i) a warning or piece of advance information |
| 10. no-brainer _____ | j) a decision that is very easy to make |
| 11. quick win _____ | k) to start something |
| 12. touch base _____ | l) something easy and fast that gives a good result |

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Exercise 3: Roleplay Task

New Scenario: Your team is planning a small work event next month. Talk together and plan the first steps.

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.

Team Leader

You are in charge of the plan. You want to start soon and check on progress later.

Try to use these phrases:

touch base • on track • take the lead • wrap up • get the ball rolling • follow up

Team Member

You have some ideas and some worries about the plan. You want to share them clearly.

Try to use these phrases:

heads-up • red flag • circle back • quick win • no-brainer • win-win

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ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: Comprehension Check

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

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ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 2: Vocabulary in Context

1. get the ball rolling = k
2. take the lead = b
3. red flag = g
4. wrap up = f
5. on track = d
6. heads-up = i
7. circle back = a
8. follow up = h
9. win-win = c
10. no-brainer = j
11. quick win = l
12. touch base = e