

Attending a Workshop

Workplace Training English | B1 Extension, Lesson 1 | Level: B1 | Student Worksheet

1. Vocabulary

Match each word with its meaning. Write the correct letter next to each word.

Word	Meaning
1. facilitator	_____
2. hands-on	_____
3. breakout group	_____
4. takeaway	_____
5. participate	_____
6. feedback form	_____

- a) a key point or lesson you remember from something
- b) a document used to give opinions about an event afterward
- c) the person who leads a workshop or discussion
- d) to take part in an activity
- e) practical, involving direct participation
- f) a small group formed to discuss a topic within a larger session

2. Reading in Context

Read the dialogue. Then answer the comprehension questions.

Grace: Welcome everyone! This workshop is hands-on, so please participate actively.

Mia: Sounds great. Will we work in groups?

Grace: Yes, we'll split into breakout groups after the introduction.

Leo: Hi, I'm Leo. Are you new to this kind of workshop?

Mia: A bit. I usually prefer online training, but I wanted to try something hands-on.

Leo: Same here. I find breakout groups really useful for sharing ideas.

Grace: OK everyone, let's move into our breakout groups now.

Mia: That was really useful. What was your biggest takeaway?

Leo: For me, it was the negotiation technique we practiced.

Mia: Mine too! Don't forget to fill in the feedback form before you leave.

Leo: Good point. I'll do that now.

1. What does Grace ask participants to do?

- a) Sit and listen quietly. b) Take part actively in practical activities. c) Work alone the whole time.

2. Why did Mia come to this workshop?

- a) She was told to attend by her manager. b) She wanted to meet Leo. c) She wanted to try a more practical kind of training.

3. What does Leo like about breakout groups?

a) They're a good way to exchange ideas. b) They finish the workshop faster. c) They don't require much effort.

4. What was Leo's main takeaway from the workshop?

a) How to fill in a feedback form. b) The negotiation technique they practiced. c) How to lead a breakout group.

5. What does Mia remind Leo to do?

a) Join another breakout group. b) Speak to Grace again. c) Complete the feedback form before leaving.

3. Dialogue Practice

These lines are in the wrong order. Write the correct position (1-11) next to each line.

Mia: A bit. I usually prefer online training, but I wanted to try something hands-on. Order: ____

Leo: For me, it was the negotiation technique we practiced. Order: ____

Grace: Welcome everyone! This workshop is hands-on, so please participate actively. Order: ____

Grace: OK everyone, let's move into our breakout groups now. Order: ____

Grace: Yes, we'll split into breakout groups after the introduction. Order: ____

Leo: Good point. I'll do that now. Order: ____

Leo: Hi, I'm Leo. Are you new to this kind of workshop? Order: ____

Mia: Sounds great. Will we work in groups? Order: ____

Mia: That was really useful. What was your biggest takeaway? Order: ____

Leo: Same here. I find breakout groups really useful for sharing ideas. Order: ____

Mia: Mine too! Don't forget to fill in the feedback form before you leave. Order: ____

4. Language Focus: Workshop Language

Match each function with the phrase used to express it. Write the correct letter next to each function.

Function

1. Asking if group work is involved _____
2. Agreeing with someone's opinion _____
3. Asking about someone's main lesson learned _____
4. Reminding someone to do something _____
5. Agreeing to do something right away _____

- a) What was your biggest takeaway?
- b) I'll do that now.
- c) Will we work in groups?
- d) Same here.
- e) Don't forget to fill in the feedback form.

5. Conversation Practice

Complete the dialogue. Circle the correct word or phrase for each gap.

1. This workshop is ____, so please participate actively.
a) facilitator b) hands-on c) takeaway
2. Grace is the ____ of the workshop.
a) participate b) breakout groups c) facilitator
3. We'll split into ____ after the introduction.
a) breakout groups b) takeaway c) feedback form
4. Please ____ actively.
a) facilitator b) hands-on c) participate
5. What was your biggest ____?
a) feedback form b) takeaway c) facilitator
6. Don't forget to fill in the ____ before you leave.
a) feedback form b) breakout groups c) participate

6. Error Correction

Each sentence has one mistake. Stage 1: circle the part (A, B or C) with the mistake. Stage 2: circle the fully correct sentence.

1. The facilitator have explained the agenda already.

Stage 1: A) The facilitator B) have explained C) the agenda already.

Stage 2:

- a) The facilitator have explain the agenda already.
- b) The facilitator has explained the agenda already.
- c) The facilitator is explained the agenda already.

2. We was divided into breakout groups.

Stage 1: A) We was B) divided into C) breakout groups.

Stage 2:

- a) We was divide into breakout groups.
- b) We are divided into breakout groups.
- c) We were divided into breakout groups.

3. I look forward to the next workshop's.

Stage 1: A) I look forward B) to the next C) workshop's.

Stage 2:

- a) I look forward to the next workshop.
- b) I look forward to the next workshops.
- c) I looking forward to the next workshop.

4. She didn't participated in the discussion.

Stage 1: A) She didn't B) participated C) in the discussion.

Stage 2:

- a) She didn't participates in the discussion.
- b) She didn't participate in the discussion.
- c) She don't participate in the discussion.

5. This was one of the most useful workshops I have attend.

Stage 1: A) This was one of the most useful workshops B) I have C) attend.

Stage 2:

- a) This was one of the most useful workshops I have attend.
- b) This was one of the most useful workshops I have attending.
- c) This was one of the most useful workshops I have attended.

Attending a Workshop — Answer Key

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1. Vocabulary

1-c, 2-e, 3-f, 4-a, 5-d, 6-b

2. Reading in Context

1. b) Take part actively in practical activities.
2. c) She wanted to try a more practical kind of training.
3. a) They're a good way to exchange ideas.
4. b) The negotiation technique they practiced.
5. c) Complete the feedback form before leaving.

3. Dialogue Practice

1-5, 2-9, 3-1, 4-7, 5-3, 6-11, 7-4, 8-2, 9-8, 10-6, 11-10

4. Language Focus

1-c, 2-d, 3-a, 4-e, 5-b

5. Conversation Practice

1. b) hands-on
2. c) facilitator
3. a) breakout groups
4. c) participate
5. b) takeaway
6. a) feedback form

6. Error Correction

1. Stage 1: B) have explained
Stage 2: b) The facilitator has explained the agenda already.
2. Stage 1: A) We was
Stage 2: c) We were divided into breakout groups.
3. Stage 1: C) workshop's.
Stage 2: a) I look forward to the next workshop.

4. Stage 1: B) participated

Stage 2: b) She didn't participate in the discussion.

5. Stage 1: C) attend.

Stage 2: c) This was one of the most useful workshops I have attended.