

Vocabulary Related to Meetings

Practice Worksheet for B2-C1 Business English Learners

Level: B2-C1 **Focus:** meeting vocabulary, phrasal verbs, useful expressions, common mistakes

Exercise 1: Match the Meeting Vocabulary

Match the words 1-12 with the correct meanings A-L.

1. agenda	A. the official written notes of a meeting
2. chair	B. a person who attends a meeting or event
3. moderator	C. the person who leads a meeting
4. attendee	D. a short activity used to help people relax at the start
5. participant	E. a list of topics to be discussed
6. quorum	F. the place where a meeting or event is held
7. minutes	G. someone who manages a discussion, especially online or in a panel
8. action point	H. a task that someone agrees to do after a meeting
9. deadline	I. a group activity used to generate ideas
10. brainstorming	J. the minimum number of people needed for a meeting to be official
11. icebreaker	K. a person who actively takes part in a discussion
12. venue	L. the final date or time by which something must be done

Exercise 2: Complete the Sentences

Use the words from the box to complete the sentences.

Word bank: agenda | minutes | quorum | deadline | chair | venue | action points | brainstorming

1. The first item on the _____ is the budget for next year.
2. Could you take the _____ during today's meeting?
3. We cannot vote because we do not have a _____.
4. The _____ for the final report is Friday at 5 p.m.
5. Who is going to _____ the meeting tomorrow?
6. The conference _____ is close to the train station.
7. Before we finish, let's check the main _____.
8. We need a short _____ session to generate some fresh ideas.

Exercise 3: Phrasal Verbs for Meetings

Choose the correct phrasal verb for each sentence.

Word bank: set up | bring forward | put back | put off | call off | follow up | bring up | wrap up

1. We need to _____ a meeting with the finance team next week.
2. The meeting was planned for Friday, but we have to _____ it to Monday because the report is not ready.
3. Can we _____ the call by 30 minutes? I have another appointment at 3 p.m.
4. The chair decided to _____ the meeting because several key people were absent.
5. I would like to _____ one more issue before we finish.
6. I will _____ with a short email summarising our decision.
7. We are running out of time, so shall we _____?
8. Let's not _____ this decision again. We need to deal with it today.

Exercise 4: Useful Meeting Expressions

Write the best expression for each situation. Use a natural meeting phrase.

1. You want to start the meeting politely. _____
2. You do not understand someone's point. _____
3. You want to move to the next topic. _____
4. You partly agree, but you have a concern. _____
5. You want to interrupt politely. _____
6. You want to return to a topic later. _____
7. You want to summarise the main points. _____
8. You want to end the meeting. _____

Exercise 5: Correct the Mistakes

Each sentence contains one mistake. Rewrite the sentence correctly.

1. We had a meet with the client yesterday.
2. I assisted an important meeting last week.
3. We discussed about the new proposal.
4. Can you make a meeting with the marketing team?
5. The meeting was cancelled to next Tuesday.
6. Let's discuss for the budget first.
7. I will make a follow up email after the meeting.
8. The chairperson closed the meeting to Monday.

Exercise 6: Complete the Meeting Dialogue

Complete the dialogue with suitable words or expressions from the lesson.

Word bank: agenda | clarify | move on | recap | action points | follow up | deadline | wrap up

Chair: Good morning, everyone. Let's get started. The first item on the _____ is the new website project.

Mira: Could you _____ what you mean by "final version"?

Chair: Of course. I mean the version that will be published online.

Tom: Do we have a clear _____ for the project?

Chair: Yes, the deadline is 15 September. Shall we _____ to the next item?

Mira: Before we do that, could we agree on the main _____?

Chair: Good idea. To _____, Tom will check the images, Mira will proofread the text, and I will contact the designer.

Tom: I'll _____ with an email this afternoon.

Chair: Excellent. If there are no more questions, shall we _____?

Exercise 7: Meeting Role-Play

Work with a partner. Hold a short meeting using at least eight words or expressions from the lesson.

Situation	Your team is organising a short online course. You need to agree on the topic, schedule, speaker, deadline and action points.
Student A	You are the chair. Start the meeting, introduce the agenda, ask for opinions and summarise the decision.
Student B	You are a participant. Ask for clarification, make suggestions and politely disagree with one idea.
Useful challenge	Try to use: agenda, deadline, action point, clarify, follow up, move on, agree up to a point, wrap up.

Exercise 8: Short Writing Task

Write a short follow-up email after the meeting. Include the decision, deadline and three action points.

- Start politely.
- Summarise the decision.
- List three action points.
- Mention the deadline.
- End with a professional closing sentence.

Answer Key

Vocabulary Related to Meetings

Exercise 1

1. agenda - E
2. chair - C
3. moderator - G
4. attendee - B
5. participant - K
6. quorum - J
7. minutes - A
8. action point - H
9. deadline - L
10. brainstorming - I
11. icebreaker - D
12. venue - F

Exercise 2

1. agenda
2. minutes
3. quorum
4. deadline
5. chair
6. venue
7. action points
8. brainstorming

Exercise 3

1. set up
2. put back / put off
3. bring forward
4. call off
5. bring up
6. follow up
7. wrap up
8. put off

Exercise 4: Suggested Answers

1. Let's get started. / Shall we begin?
2. Could you clarify that point?
3. Shall we move on to the next item?
4. I agree up to a point, but...
5. Sorry to interrupt, but could I add something?
6. Let's come back to that later.
7. Let's recap the main points. / To sum up...
8. Shall we wrap up? / That brings us to the end of the meeting.

Exercise 5: Suggested Corrections

1. We had a meeting with the client yesterday.
2. I attended an important meeting last week.
3. We discussed the new proposal. / We talked about the new proposal.
4. Can you arrange / schedule / set up a meeting with the marketing team?
5. The meeting was postponed until next Tuesday. / The meeting was moved to next Tuesday.
6. Let's discuss the budget first. / Let's talk about the budget first.
7. I will send a follow-up email after the meeting.
8. The chairperson adjourned the meeting until Monday. / The chairperson closed the meeting.

Exercise 6

1. agenda
2. clarify
3. deadline
4. move on
5. action points
6. recap
7. follow up

8. wrap up

Exercise 7

Students' answers will vary. Encourage them to use clear turn-taking language, polite disagreement and at least eight target words or expressions.

Exercise 8: Model Answer

Dear team,

Thank you for today's meeting. To recap, we agreed to organise a short online course on business communication. The deadline for the final materials is 15 September.

The main action points are as follows:

1. Tom will prepare the first draft of the course outline.
2. Mira will check the slides and suggest improvements.
3. I will follow up with the designer and confirm the schedule.

Please let me know if I have missed anything.

Best regards,

Alex