

Meeting Vocabulary – Exercises

Exercise 1: Match the words with their meanings

1. Agenda
2. Quorum
3. Delegate (verb)
4. Adjourn
5. Venue

- A. To postpone a meeting
- B. The place where a meeting happens
- C. To assign a task to someone
- D. Minimum number of members needed
- E. A list of topics to be discussed

Exercise 2: Complete the sentences

1. We need to _____ a meeting to discuss the new design.
2. The meeting was _____ because the chairperson was ill.
3. Let me _____ what we've talked about so far.
4. All _____ must sign the attendance sheet.
5. They chose a hotel as the _____ for the conference.

Exercise 3: Choose the correct phrasal verb

(Set up / Call off / Put back / Bring forward / Put off)

1. The meeting was _____ to Friday because of the storm.
2. They decided to _____ the meeting to an earlier date.
3. We should _____ the meeting until we have more information.
4. The director had to _____ the meeting due to illness.
5. The HR team will _____ a meeting with the new employees.

Answer Key

Exercise 1: 1–E, 2–D, 3–C, 4–A, 5–B

Exercise 2: 1. set up, 2. called off, 3. recap, 4. attendees, 5. venue

Exercise 3: 1. put back, 2. bring forward, 3. put off, 4. call off, 5. set up