

B1

MEETINGS

≈ 27 MIN

Action Points and Wrapping Up – *practise the close*

You have built the three steps — now practise them on new meetings: sum up, hand out the tasks, close cleanly.

An action point needs three parts: **owner + task + deadline** · deadline with **by** , duration with "until"

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY DEADLINE OR DURATION · APPROX. 4 MIN

● ○ ○

Each phrase is missing its preposition. Does it have to be finished by a point in time (**by**), or does it run on up to that point (**until**)? Write it in the matching column.

get the quote out ... close of business

keep the showroom open ... seven

have the slides ready ... the start of the call

send the headcount figures ... the 20th

work on the audit ... Thursday

sign off the travel budget ... Friday lunchtime

wait for the client's answer ... Monday

cover the Hamburg office ... the end of April

reply to the tender ... noon on Wednesday

be out of the office ... the 6th

BY + DEADLINE (FINISHED WHEN?)	UNTIL + DURATION (HOW LONG?)

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

● ● ○

Fill in one word. The cue in brackets names the phrase meant.

- 01 Before we _____ up, could we fix the next date? (the two-part verb in this lesson's title)
- 02 So, to _____, we've agreed to move the launch to September. (the particle that finishes both "sum" and "wrap")
- 03 I'll _____ the minutes and the action points this afternoon. (one verb starting with c: send the written record to everyone)
- 04 Tom, could you _____ that on by Friday? (two-part verb for handing someone a task)
- 05 Could you send me the revised _____ Thursday? I present on Friday. (the two-letter deadline preposition)
- 06 I'll be on the client _____ Thursday, so email works better than calls. (the longer of the two duration words)
- 07 Nobody has volunteered to update the risk list, so _____ take that on. (the short form of "I will")
- 08 Shall we _____ in the 6th of May for the next review? (mark the date as provisional)

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence contains exactly one typical German-speaker error. Underline it and write the whole sentence correctly.

01 Could you send me the headcount figures until Monday?

.....

02 Could you write up the protocol before you leave?

.....

03 Nobody has taken the supplier call, so I do that.

.....

04 So that's you, Tom, until the end of next week?

.....

05 So, who is doing what until when?

.....

06 I'll be working on the audit by Thursday, so I'm hard to reach.

.....

BRICK 4 · WRITE YOUR OWN CLOSE · APPROX. 8 MIN



Write one English sentence for each situation. Use the given starter.

01 Sum up two decisions: start with "So, to sum up, we've agreed ..."

.....

02 Give a colleague a task with a date: start with "Ute, could you ..." and use "by".

.....

03 Nobody volunteers, so you take it on: start with "I'll ..."

.....

04 Close the meeting: minutes, next date, thanks.

.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I give every task an owner, a task and a date.
- ☐ For a deadline I say "by Friday", for a duration "until Friday".
- ☐ When I volunteer on the spot I say "I'll do that", not "I do that".
- ☐ At the end I promise the minutes, propose the next date and thank everyone.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

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| <p>01 by — get the quote out by close of business
<i>Sending it off has a latest point.</i></p> <p>02 until — keep the showroom open until seven
<i>Staying open is a stretch of time.</i></p> <p>03 by — have the slides ready by the start of the call
<i>"Ready" names a state at a cut-off.</i></p> <p>04 by — send the headcount figures by the 20th
<i>A commitment in a meeting names the deadline.</i></p> <p>05 until — work on the audit until Thursday
<i>"Work on" describes work in progress.</i></p> | <p>06 by — sign off the travel budget by Friday lunchtime
<i>Signing off is done at one point.</i></p> <p>07 until — wait for the client's answer until Monday
<i>Waiting lasts up to the day named.</i></p> <p>08 until — cover the Hamburg office until the end of April
<i>The cover runs on without a break.</i></p> <p>09 by — reply to the tender by noon on Wednesday
<i>The reply has to be in at noon at the latest.</i></p> <p>10 until — be out of the office until the 6th
<i>Being away is a period, not a deadline.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 wrap
<i>"Wrap up" signals that the meeting is closing.</i></p> <p>02 up
<i>"Sum up" opens the recap.</i></p> <p>03 circulate
<i>"Circulate the minutes" is the fixed phrase.</i></p> <p>04 take
<i>"Take that on" hands a task to someone.</i></p> | <p>05 by
<i>Deadline: Thursday at the latest, earlier is fine.</i></p> <p>06 until
<i>Duration: continuously up to Thursday.</i></p> <p>07 I'll
<i>A decision made while speaking takes "will".</i></p> <p>08 pencil
<i>"Pencil in" books the date provisionally.</i></p> |
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BRICK 3 · CORRECT

- | | |
|--|---|
| <p>01 Could you send me the headcount figures by Monday?
<i>"By" marks the deadline, "until" a duration.</i></p> <p>02 Could you write up the minutes before you leave?
<i>The record of a meeting is "the minutes".</i></p> <p>03 Nobody has taken the supplier call, so I'll do that.
<i>"I do that" describes a habit, not a commitment.</i></p> | <p>04 So that's you, Tom, by the end of next week?
<i>A task's cut-off date takes "by".</i></p> <p>05 So, who is doing what, by when?
<i>The fixed question about ownership takes "by".</i></p> <p>06 I'll be working on the audit until Thursday, so I'm hard to reach.
<i>A stretch of time up to a day takes "until".</i></p> |
|--|---|

BRICK 4 · WRITE

Your sentences may differ — just check owner, task and the deadline with "by".

- | | |
|---|---|
| <p>01 So, to sum up, we've agreed to keep the supplier and hire one tester.
<i>The recap names decisions, not arguments.</i></p> <p>02 Ute, could you update the risk list by Wednesday?
<i>A question, not an order, with owner and deadline.</i></p> | <p>03 I'll take the supplier call and report back on Monday.
<i>The on-the-spot commitment takes "will".</i></p> <p>04 I'll circulate the minutes tonight. Shall we pencil in the 6th? Thanks everyone.
<i>Minutes, next date, thanks — in thirty seconds.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS

Starting a Meeting

englisch-lehrer.com/en/lessons/starting-a-meeting

NEXT STEP

Clarifying and Confirming

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