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B2 MEETINGS ≈ 27 MIN

Chairing a Meeting – *practice on paper*

You know the chairing responsibilities — now guide new project meetings with clear airtime, timing, and ownership.

Chairing: **allocate turns → protect focus and time → confirm actions** ; close with an **owner and deadline** .

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT BY CHAIRING JOB · APPROX. 4 MIN ●○○

Sort each English phrase by its main chairing job. Use the answer key to check its precise function.

Could Priya weigh in here? | Who else wants to weigh in?

Elena will walk us through the figures | Maya will walk us through the budget

We should move on now | Could we move on after this? | You make a good point

The decision is approved | Jon reports back by Tuesday | Can I confirm the final decision?

ALLOCATE AIRTIME	FOCUS, TIME & ACTIONS

BRICK 2 · COMPLETE THE CHAIRING PHRASE · APPROX. 6 MIN ●●○

Insert exactly the English word in the cue. The chairing job and situation make every answer unambiguous.

01 Named turn: Could we _____ from Priya next? (use hear)

02 Requesting a view: Leo, what's your _____ ? (use take)

03 Formal transition: I'd like to _____ over to Maya. (use hand)

04 Opening the floor: Would _____ else want to weigh in? (use anyone)

05 Time pressure: We're running _____ on time before lunch. (use short)

06 Useful tangent: Could we _____ that point for later? (use park)

07 Summary: Let me _____ what we decided. (use recap)

08 Clear owner: Nora will _____ the follow-up. (use own)

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 3 · CORRECT THE PHRASE OR FUNCTION · APPROX. 7 MIN ●●○

Each English sentence contains exactly one unsuitable expression. Replace it with the cue and rewrite the full sentence.

01 Budget item: We discussed about the revised forecast. (remove "about")

02 Agenda check: Can we discuss about the final item? (remove "about")

03 Meeting record: Who produces the protocol this week? (use "Who takes the minutes")

04 Useful tangent: Good point — let's forget it. (use "let's park it and return later")

05 Named turn for Aisha: Does anyone want to speak? (replace it with "Let's hear from Aisha next.")

06 Action point: Someone should follow up someday. (use "Nora owns the follow-up by Friday.")

BRICK 4 · WRITE YOUR MEETING SEQUENCE · APPROX. 8 MIN ●●●

Write a short English chairing sequence for each prompt. Allocate airtime, protect focus, or confirm an action.

01 Quiet colleague: invite Aisha's view directly, then open the floor.

02 Tangent: acknowledge the point, park it, and continue with the following agenda item.

03 Decision: recap the agreement to approve the pilot.

04 Action point: assign the follow-up to Nora for Friday.

MINI-CHECK — CAN I DO THIS YET?

- ☐ I allocate airtime directly or open the floor deliberately.
- ☐ I give a time-based reason for moving on.
- ☐ I park useful tangents for later.
- ☐ I confirm the decision, owner, and deadline.

Still unsure? Label each phrase as airtime, time management, or action control.

Answer key

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

BRICK 1 · SORTING

01 Could Priya weigh in here?
Allocate airtime: Priya receives the floor.

02 Who else wants to weigh in?
Allocate airtime: the question opens the floor.

03 Elena will walk us through the figures
Allocate airtime: Elena presents the figures.

04 Maya will walk us through the budget
Allocate airtime: Maya presents the budget.

05 We should move on now
Focus, time & actions: the group moves on.

06 Could we move on after this?
Focus, time & actions: the group moves on.

07 You make a good point
Focus, time & actions: the point is acknowledged.

08 The decision is approved
Focus, time & actions: the decision is confirmed.

09 Jon reports back by Tuesday
Focus, time & actions: owner and deadline are clear.

10 Can I confirm the final decision?
Focus, time & actions: the question confirms clarity.

BRICK 2 · FILL-IN

01 Named turn: Could we **hear** from Priya next?
Turn allocation: hear from invites Priya.

02 Requesting a view: Leo, what's your **take**?
View: take asks for Leo's perspective.

03 Formal transition: I'd like to **hand** over to Maya.
Handover: hand over marks the transition.

04 Opening the floor: Would **anyone** else want to weigh in?
Open floor: anyone else invites other voices.

05 Time pressure: We're running **short** on time before lunch.
Time management: short names the pressure.

06 Useful tangent: Could we **park** that point for later?
Focus: park defers a useful point.

07 Summary: Let me **recap** what we decided.
Summary: recap repeats the decision.

08 Clear owner: Nora will **own** the follow-up.
Ownership: own names Nora as the owner.

BRICK 3 · CORRECT

01 Budget item: We discussed the revised forecast.
Verb choice: discuss needs no about here.

02 Agenda check: Can we discuss the final item?
Verb choice: discuss directly precedes the topic.

03 Meeting record: **Who takes the minutes** this week?
Word choice: minutes means the meeting record.

04 Useful tangent: Good point — **let's park it and return later.**
Focus: parking preserves the point for later.

05 Named turn for Aisha: **Let's hear from Aisha next.**
Turn allocation: the invitation names Aisha directly.

06 Action point: **Nora owns the follow-up by Friday.**
Action: Nora and Friday create accountability.

BRICK 4 · WRITE

Your sequences may differ if chairing job, register, and ownership clearly fit.

01 "I'd like Aisha to go first. Daniel, could you respond next?"
Airtime: first direct, then open allocation.

02 "That's useful, so let's save it for later. We should continue with the following item."
Focus: the point is preserved.

03 "To recap, we approved the pilot for September."
Decision: the recap confirms the outcome.

04 "Nora is responsible for the follow-up. She will report by Friday."
Action: owner and deadline are explicit.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Starting a Meeting
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