

B1

MEETINGS

≈ 27 MIN

Setting the Agenda – *practice on paper*

You have built the lesson — now lock in the three moves: announce, move on, park. New meetings, the same fixed phrases.

Number entries with **item**, not “point,” and let “discuss” sit right in front of its object, with no preposition.

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY JOB · APPROX. 4 MIN

● ○ ○

Say each phrase quietly. Does it **announce** or move an item **on**? → left column. Does it **park** a topic or close an item? → right column.

Item one is the supplier call

Moving on to item four

Two points to get through

Let's start with the budget

Can we take that offline?

Shall we come back to it later?

I've circulated the agenda

Are we agreed? Let's move on

Let's give this five minutes

Can we park the hiring question?

ANNOUNCE AND MOVE ON

PARK AND CLOSE

BRICK 2 · FILL IN THE RIGHT PHRASE · APPROX. 6 MIN

● ● ○

Fill in the missing phrase. Remember the three groups: announce, move on, park.

- 01 There _____ four items on the agenda today.
- 02 Please make sure the report is _____ to the whole team before Friday.
- 03 I'll hand _____ to Sarah for the next item.
- 04 Moving _____ to item two, the office move.
- 05 Can we _____ that question for now?
- 06 Let's _____ ten minutes for the hiring update.
- 07 Are we _____ on that? Good, let's move on.
- 08 Any _____ business before we close?

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

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



Each sentence hides exactly one mistake. Underline it and write the whole sentence correctly.

01 Let's discuss about the new office move.

.....

02 Point three is the marketing budget.

.....

03 We make further with the next item.

.....

04 We take ten minutes for the supplier call.

.....

05 I'll hand over Sarah for the second item.

.....

06 The agenda for Monday are very full.

.....

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



Write one sentence for each prompt. Use the fixed phrase from this lesson.

01 Your meeting: "There are ___ items on the agenda today." — name a number and a topic.

.....

02 Your handover: "I'll hand over to ... for the ..." — name a colleague.

.....

03 Your time limit: "Let's allow ... minutes for this." — name an item and a time.

.....

04 Your close: "Are we agreed on that? Good, let's ..."

.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I number entries with "item," not "point."
- ☐ I use "discuss" without a preposition: "discuss the budget."
- ☐ I know the three moves: announce, move on, park.
- ☐ I close an item with "Are we agreed on that? Good, let's move on."

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

- | | |
|---|---|
| <p>01 Item one is the supplier call
<i>A numbered way in — belongs to announcing.</i></p> <p>02 Moving on to item four
<i>Switches to the next item.</i></p> <p>03 Two points to get through
<i>States the number of items — announcing.</i></p> <p>04 Let's start with the budget
<i>The way in to the first item.</i></p> <p>05 I've circulated the agenda
<i>Announces that the agenda was sent round.</i></p> | <p>06 Let's give this five minutes
<i>Sets a time limit while moving on.</i></p> <p>07 Can we take that offline?
<i>Defers a detail to later — parking.</i></p> <p>08 Shall we come back to it later?
<i>Defers an item to the end — parking.</i></p> <p>09 Are we agreed? Let's move on
<i>Closes an item.</i></p> <p>10 Can we park the hiring question?
<i>Sets a topic aside — parking.</i></p> |
|---|---|

BRICK 2 · FILL-IN

- | | |
|---|---|
| <p>01 There are four items on the agenda today.
<i>"Items" is plural — the verb agrees.</i></p> <p>02 Please make sure the report is circulated to the whole team before Friday.
<i>"Circulate" means sending something to everyone in advance.</i></p> <p>03 I'll hand over to Sarah for the next item.
<i>"Hand over to" is the fixed handover.</i></p> <p>04 Moving on to item two, the office move.
<i>"Moving on to" switches items.</i></p> | <p>05 Can we park that question for now?
<i>"Park" sets a topic aside.</i></p> <p>06 Let's allow ten minutes for the hiring update.
<i>"Allow ... minutes for" sets a time limit.</i></p> <p>07 Are we agreed on that? Good, let's move on.
<i>Closes an item with agreement.</i></p> <p>08 Any other business before we close?
<i>The fixed phrase to close the meeting.</i></p> |
|---|---|

BRICK 3 · CORRECT

- | | |
|--|---|
| <p>01 Let's discuss the new office move.
<i>"Discuss" takes its object directly, with no preposition.</i></p> <p>02 Item three is the marketing budget.
<i>Numbered entries are "items," not "points."</i></p> <p>03 Let's move on to the next item.
<i>"Make further with" is not English.</i></p> | <p>04 Let's allow ten minutes for the supplier call.
<i>No reflexive pronoun — the fixed formula uses "allow."</i></p> <p>05 I'll hand over to Sarah for the second item.
<i>"Hand over" needs the preposition "to."</i></p> <p>06 The agenda for Monday is very full.
<i>"Agenda" is an ordinary singular noun in English — so "is," not "are."</i></p> |
|--|---|

BRICK 4 · WRITE

Your sentences may differ — just check that the fixed phrase is correct.

- | | |
|--|--|
| <p>01 "There are three items on the agenda today."
<i>Plural verb "are" agrees with "items."</i></p> <p>02 "I'll hand over to Markus for the budget."
<i>A name follows "hand over to" directly.</i></p> | <p>03 "Let's allow five minutes for this."
<i>"Allow ... minutes for" is the fixed formula.</i></p> <p>04 "Are we agreed on that? Good, let's move on."
<i>Closing with agreement and moving on.</i></p> |
|--|--|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS

Starting a Meeting

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

NEXT STEP

Chairing a Meeting

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

ALL LESSONS

45+ free lessons

englisch-lehrer.com/en/lessons

HANOVER

Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN

Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES

englisch-lehrer.com/online
worldwide on Zoom

CONTACT

+49 511 4739339
james@englisch-lehrer.com

