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B2 MEETINGS ≈ 27 MIN

Writing Meeting Minutes — *practice on paper*

You have built the lesson — now lock the minutes in on paper: the frame, reporting verbs, decisions and action points.

said → decided → Action: name + to + base form + by … Usually past tense, third person — and "the minutes" is plural.

NAME _____ DATE _____

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

BRICK 1 · DECISION OR NO DECISION? · APPROX. 4 MIN ●○○

Each line comes from a set of minutes. Write its opening, up to the verb, in the matching column: it records a decision (**agreed, decided, approved**) → right. It only reports, proposes, discusses or notes → left. Careful: not every line with "It was …" is a decision!

- It was decided to cancel the Hamburg trade fair
- Lena reported that the new headsets had arrived
- Tom proposed hiring a temporary receptionist
- The committee approved the new travel policy
- It was noted that two projectors were missing
- We agreed to keep Friday afternoons meeting-free
- It was agreed that the canteen would open at 11:30
- The team discussed the new parking rules
- The team agreed to switch to a new courier
- David pointed out that the lease ended in June

NO DECISION · REPORTED, PROPOSED, NOTED	DECISION · AGREED, DECIDED, APPROVED

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

Add exactly one word per gap. Where the brackets give a verb, put it in the right form; otherwise the cue narrows the answer.

01 Minutes of the marketing meeting _____ on 9 July at 14:00 in Room 2. (hold)

02 The minutes of Tuesday's call _____ attached; please send any corrections by Friday. (be, present)

03 Nobody has spotted any errors in the minutes, so Lena will circulate _____ today. (personal pronoun)

04 Priya: "The client has signed." → Priya reported that the client _____ signed. (have, one step back)

05 Tom explained _____ the new starters how the booking tool worked.

06 Maria suggested _____ a shared calendar for the meeting rooms. (use)

07 It was _____ that the office would close between Christmas and New Year. (agree)

08 Action: David to _____ the new supplier contract by 30 May. (check)

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

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

Each sentence holds exactly one mistake — a wrong word, a wrong form or a wrong verb pattern. Underline it and write the whole sentence correctly. Active sentences are not a mistake in minutes.

01 Lena has already circulated the protocol from Tuesday's meeting.

02 The minutes from the safety meeting is in the shared folder.

03 The team discussed about the new holiday schedule.

04 Priya reported the board that the project was over budget.

05 David suggested to hire an external trainer for the new team.

06 Action: Tom to sends the updated price list to the client by Monday.

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

Imagine you took the minutes at a meeting about an office move. Write one line for each task — reported lines in the past tense, third person.

01 The header: which meeting, when, who was there — "Minutes of the … meeting held on …" and "Present: …"

02 One contribution: use "reported", "explained" or "pointed out" to say what someone said.

03 One decision: "It was agreed that …" — or active: "The team agreed to …"

04 One action point: "Action: … to … by …" — with a name, a task and a deadline.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I write "the minutes", not "protocol" — with a plural verb and "them".
- ☐ I report in the past, usually one step back (has → had), with "explained to", "suggested using" and "discussed" without "about".
- ☐ I record decisions with "It was agreed that …" or in the active; "It was noted that …" is not a decision.
- ☐ Every action point has a name + to + base form + task + "by" + deadline.

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

01 **Decision** — It was decided to cancel the Hamburg trade fair
A formal passive decision formula.

02 **No decision** — Lena reported that the new headsets had arrived
"Reported" passes on an update.

03 **No decision** — Tom proposed hiring a temporary receptionist
A proposal is not yet a decision.

04 **Decision** — The committee approved the new travel policy
An active decision works too.

05 **No decision** — It was noted that two projectors were missing
"It was noted" only records information.

06 **Decision** — We agreed to keep Friday afternoons meeting-free
Active with "we" — for informal notes.

07 **Decision** — It was agreed that the canteen would open at 11:30
A common formal decision formula.

08 **No decision** — The team discussed the new parking rules
Only discussed — no outcome.

09 **Decision** — The team agreed to switch to a new courier
The active alternative.

10 **No decision** — David pointed out that the lease ended in June
"Pointed out" flags an issue.

BRICK 2 · FILL-IN

01 meeting **held** on 9 July
Fixed header: "… meeting held on …"

02 The minutes … **are** attached
"The minutes" is plural: plural verb.

03 circulate **them** today
A plural noun — so "them", not "it".

04 the client **had** signed
The usual backshift: has → had.

05 explained **to** the new starters
"Explain" + to + the listener.

06 suggested **using** a shared calendar
"Suggest" + -ing form, not a to-infinitive.

07 It was **agreed** that …
it + was + past participle; the active works too.

08 Action: David to **check** …
After this "to": base form, no -s/-ing.

BRICK 3 · CORRECT

01 Lena has already circulated **the minutes** from Tuesday's meeting.
"Protocol" usually means a set of rules.

02 The minutes from the safety meeting **are** in the shared folder.
"Minutes" is plural, even as one document.

03 The team **discussed the** new holiday schedule.
"Discuss" takes no "about".

04 Priya reported **to the board** that the project was over budget.
"Report" + to + the listener.

05 David suggested **hiring** an external trainer for the new team.
"Suggest" + -ing, not a to-infinitive.

06 Action: Tom to **send** the updated price list to the client by Monday.
Base form after "to" — no -s ending.

BRICK 4 · WRITE

Your lines may differ — check the reporting verb, a clear decision (passive or active) and an action point with to + base form and "by".

01 "**Minutes of the** office move **meeting held on** 14 May. **Present:** Lena (chair), Tom, Priya."
Which meeting, when, who was there.

02 "Tom **reported that** the new desks **had arrived**."
Past reporting verb; usually has → had.

03 "**It was agreed that** the move **would take place** on 2 June."
Formal; the active "The team agreed to …" works too.

04 "**Action: Priya to book** the removal firm **by** 20 May."
Name + to + base form + task + by + deadline.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Reported Statements
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