

A2

MEETINGS

≈ 27 MIN

Taking Part in Meetings – *practice on paper*

You know the three simple steps — now practise fresh phrases for short project meetings.

In a meeting: **take the floor politely** → show listening → **check clearly** .

NAME

DATE

YOUR BUILD

1 · SORTING



2 · FILL-IN



3 · CORRECT



4 · WRITE



BRICK 1 · SORT BY JOB · APPROX. 4 MIN



Sort each English phrase by its job. Read it quietly and notice the situation.

Could I just jump in now?

Can I jump in for a moment?

Sorry, can I jump in on this point?

Could I just jump in after Lena?

Could I jump in for a second?

I understand your point.

Could you say the date once more?

Could you explain 'rollout'?

Sorry, I missed the number.

I follow you so far.

TAKE THE FLOOR

LISTEN & CHECK

BRICK 2 · COMPLETE THE FITTING PHRASE · APPROX. 6 MIN



Insert exactly the English word in the cue. The short meeting situation makes the answer clear.

- 01 Budget review: Could I _____ one quick figure? (use add)
- 02 Small team: Sorry, can I jump in _____ one point? (use with)
- 03 Delivery update: I _____ what you mean. (use see)
- 04 Timeline review: That _____ sense. (use makes)
- 05 Unclear date: Could you _____ Tuesday, please? (use repeat)
- 06 New term: What does 'rollout' _____ ? (use mean)
- 07 Missed number: I didn't _____ the total, sorry. (use catch)
- 08 Buying time: Could you say that _____ ? (use again)



YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · CORRECT THE MEETING PHRASE · APPROX. 7 MIN



Each English sentence contains exactly one common error. Use the cue and rewrite the full sentence.

- 01 Project call: I want to say one thing. (use "Could I add one point?")
.....
- 02 After your update: Have you understood? (use "Does that make sense?")
.....
- 03 Current task: Actually I prepare the weekly report. (use "currently")
.....
- 04 Missed figure: I didn't caught the total, sorry. (use "catch")
.....
- 05 New term: What do you mean with "rollout"? (use "by")
.....
- 06 Unclear date: Could you say again the date? (use "say the date again")
.....

BRICK 4 · WRITE YOUR CONTRIBUTION · APPROX. 8 MIN



Write one or two short English sentences for each prompt. Use simple words and the fitting meeting job.

- 01 Project meeting: take the floor politely and add one figure.
.....
- 02 Delivery date: show that you are listening and check the date.
.....
- 03 New word: ask what "rollout" means.
.....
- 04 Familiar team: join in informally and ask for repetition.
.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I take the floor with a polite question.
- ☐ I use a short line to show I am listening.
- ☐ I name the unclear word or figure when checking.
- ☐ I use "currently" when I mean "at present."

Still unsure? First match every phrase to one of the three meeting jobs.



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 Could I just jump in now?
<i>Take the floor: the question opens your contribution.</i></p> <p>02 Can I jump in for a moment?
<i>Take the floor: the question asks for space.</i></p> <p>03 Sorry, can I jump in on this point?
<i>Take the floor: the question names this point.</i></p> <p>04 Could I just jump in after Lena?
<i>Take the floor: the question follows Lena.</i></p> <p>05 Could I jump in for a second?
<i>Take the floor: could I sounds polite.</i></p> | <p>06 I understand your point.
<i>Listen & check: the phrase shows understanding.</i></p> <p>07 Could you say the date once more?
<i>Listen & check: the request clarifies the date.</i></p> <p>08 Could you explain 'rollout'?
<i>Listen & check: the question clarifies one word.</i></p> <p>09 Sorry, I missed the number.
<i>Listen & check: the phrase names the problem.</i></p> <p>10 I follow you so far.
<i>Listen & check: the phrase shows attention.</i></p> |
|---|--|

BRICK 2 · FILL-IN

- | | |
|---|--|
| <p>01 Budget review: Could I add one quick figure?
<i>Floor request: add introduces extra information.</i></p> <p>02 Small team: Sorry, can I jump in with one point?
<i>Informal: jump in suits a familiar team.</i></p> <p>03 Delivery update: I see what you mean.
<i>Listening: see shows that you are following.</i></p> <p>04 Timeline review: That makes sense.
<i>Listening: makes sense shows understanding.</i></p> | <p>05 Unclear date: Could you repeat Tuesday, please?
<i>Checking: repeat asks for the information again.</i></p> <p>06 New term: What does 'rollout' mean?
<i>Checking: mean asks for the definition.</i></p> <p>07 Missed number: I didn't catch the total, sorry.
<i>The base form catch follows didn't.</i></p> <p>08 Buying time: Could you say that again?
<i>Checking: again asks for repetition.</i></p> |
|---|--|

BRICK 3 · CORRECT

- | | |
|--|--|
| <p>01 Project call: Could I add one point?
<i>Politeness: a question replaces the blunt statement.</i></p> <p>02 After your update: Does that make sense?
<i>Tone: the question does not sound like a test.</i></p> <p>03 Current task: Currently I prepare the weekly report.
<i>False friend: currently means at present.</i></p> | <p>04 Missed figure: I didn't catch the total, sorry.
<i>The base form follows didn't.</i></p> <p>05 New term: What do you mean by "rollout"?
<i>Pattern: mean by asks for meaning.</i></p> <p>06 Unclear date: Could you say the date again?
<i>Word order: the object comes before again.</i></p> |
|--|--|

BRICK 4 · WRITE

Your sentences may differ if every phrase clearly performs its meeting job.

- | | |
|---|--|
| <p>01 "Could I add one figure? Sales were 42 in May."
<i>Floor request: the question opens a short contribution.</i></p> <p>02 "I understand your point. Could you repeat the date, please?"
<i>Sequence: listening comes before the check.</i></p> | <p>03 "What does 'rollout' mean? I don't know that word."
<i>Checking: the question names the unclear word.</i></p> <p>04 "Sorry, can I come in here? Could you repeat that?"
<i>Informal: short questions suit a familiar team.</i></p> |
|---|--|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Starting a Meeting

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PAIR WITH THIS

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