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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 catched 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

01 Could I just jump in now?
Take the floor: the question opens your contribution.

02 Can I jump in for a moment?
Take the floor: the question asks for space.

03 Sorry, can I jump in on this point?
Take the floor: the question names this point.

04 Could I just jump in after Lena?
Take the floor: the question follows Lena.

05 Could I jump in for a second?
Take the floor: could I sounds polite.

06 I understand your point.
Listen & check: the phrase shows understanding.

07 Could you say the date once more?
Listen & check: the request clarifies the date.

08 Could you explain 'rollout'?
Listen & check: the question clarifies one word.

09 Sorry, I missed the number.
Listen & check: the phrase names the problem.

10 I follow you so far.
Listen & check: the phrase shows attention.

BRICK 2 · FILL-IN

01 Budget review: Could I **add** one quick figure?
Floor request: add introduces extra information.

02 Small team: Sorry, can I jump in **with** one point?
Informal: jump in suits a familiar team.

03 Delivery update: I **see** what you mean.
Listening: see shows that you are following.

04 Timeline review: That **makes** sense.
Listening: makes sense shows understanding.

05 Unclear date: Could you **repeat** Tuesday, please?
Checking: repeat asks for the information again.

06 New term: What does 'rollout' **mean**?
Checking: mean asks for the definition.

07 Missed number: I didn't **catch** the total, sorry.
The base form catch follows didn't.

08 Buying time: Could you say that **again**?
Checking: again asks for repetition.

BRICK 3 · CORRECT

01 Project call: **Could I add one point?**
Politeness: a question replaces the blunt statement.

02 After your update: **Does that make sense?**
Tone: the question does not sound like a test.

03 Current task: **Currently** I prepare the weekly report.
False friend: currently means at present.

04 Missed figure: I didn't **catch** the total, sorry.
The base form follows didn't.

05 New term: What do you mean **by** "rollout"?
Pattern: mean by asks for meaning.

06 Unclear date: Could you **say the date again**?
Word order: the object comes before again.

BRICK 4 · WRITE

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

01 "Could I add one figure? Sales were 42 in May."
Floor request: the question opens a short contribution.

02 "I understand your point. Could you repeat the date, please?"
Sequence: listening comes before the check.

03 "What does 'rollout' mean? I don't know that word."
Checking: the question names the unclear word.

04 "Sorry, can I come in here? Could you repeat that?"
Informal: short questions suit a familiar team.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Starting a Meeting
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