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B1 MEETINGS ≈ 27 MIN

Starting a Meeting — *practice on paper*

You have built the lesson — now lock the three moves in, sentence by sentence. New examples, same opening formula.

Three sentences open any meeting: **open + thanks** · **purpose** ("We're here to…") · **agenda** ("There are three items")

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 **open** the meeting — signal, thanks, welcome? → left column. Does it state the **purpose or agenda**? → right column.

OK, let's begin | We're here to plan | Thanks for joining | There are two items | Shall we start? | Two points on the agenda | Let's give it a minute | We're here to decide | I'd like to welcome Ben | First item: the budget

OPEN & WELCOME	PURPOSE & AGENDA

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

Fill in the missing word. Think of the three stages — and remember that **let's** is always followed by the base form of the verb.

01 OK everyone, let's _____ started — we have a lot to cover.

02 We're here _____ the budget for next quarter.

03 The _____ of this call is to plan the trade fair.

04 Please look at the _____ — two items and twenty minutes.

05 Before I show the slides — can everyone _____ my screen?

06 Let's _____ a minute — two people are still missing.

07 We can _____ meet on Thursday — it depends on the client.

08 Could you take the _____ today, Sarah?

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 from the lesson — form, word choice or false friend. Underline it and write the whole sentence correctly.

01 Right, let's getting started, everyone.

02 We're here for discuss the marketing plan.

03 The reason of this meeting is to choose a supplier.

04 We can eventually start at nine, if that works for you.

05 Please write the protocol of the meeting.

06 Looks everyone my screen now?

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

Write one sentence for each prompt. Build it from the lesson's fixed phrases — you don't have to invent any of them.

01 Your start: "Right, let's …" — open your next team meeting.

02 Your purpose: "We're here to …" — state the goal of your next meeting.

03 Your agenda: "There are … items today: …"

04 Your online check: "Can everyone …?" — your question before presenting.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I can open a meeting with a signal word, thanks and a start: "Right, let's get started — thanks for joining."
- ☐ I can state the purpose in one sentence: "We're here to…" or "The purpose of today's meeting is to…".
- ☐ I can point to the agenda and count the items: "There are three items today."
- ☐ I know the traps: "let's" + base form, "eventually" ≠ "eventuell", minutes = "Protokoll".

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 **OK, let's** begin
Signal word plus "let's" opens the meeting.

02 We're here **to plan**
"We're here to…" states the purpose.

03 **Thanks for** joining
Thanking the room is part of the welcome.

04 There are **two items**
Counts the points on the agenda.

05 **Shall we** start?
A "shall we" question opens the meeting.

06 Two points **on the agenda**
Points to the agenda.

07 **Let's give it** a minute
Waiting line for latecomers — part of the opening.

08 We're here **to decide**
Purpose sentence with "We're here to" + verb.

09 **I'd like to welcome** Ben
Welcoming new faces — stage one.

10 **First item**: the budget
Names item one of the agenda.

BRICK 2 · FILL-IN

01 let's **get** started
"Let's" is always followed by the base form.

02 We're here **to review**
"We're here to" + verb states the purpose.

03 The **purpose** of this call
Fixed phrase: "the purpose of … is to…".

04 look at the **agenda**
The list of points is the "agenda".

05 can everyone **see** my screen
Fixed online formula before presenting.

06 let's **wait** a minute
Base form after "let's" — the waiting line for latecomers.

07 We can **possibly** meet
"Eventuell" = "possibly" — "eventually" means "in the end".

08 take the **minutes**
The written record is the "minutes", not the "protocol".

BRICK 3 · CORRECT

01 Right, let's **get** started, everyone.
"Let's" takes the base form — not "getting".

02 We're here **to discuss** the marketing plan.
The purpose pattern is "We're here to" + verb — not "for".

03 The **purpose** of this meeting is to choose a supplier.
Fixed phrase: "the purpose of the meeting is to…" — "reason" would need "for".

04 We can **possibly** start at nine, if that works for you.
"Perhaps" = "possibly" — "eventually" means "in the end".

05 Please write the **minutes** of the meeting.
The German "Protokoll" is the "minutes" in English.

06 **Can everyone see** my screen?
The fixed formula before presenting — not a word-for-word translation.

BRICK 4 · WRITE

Your sentences may differ — just check that the opening, purpose and agenda each follow one of the lesson's fixed patterns.

01 "Right, let's **get** started — thanks for joining."
Base form after "let's". Also possible: "Shall we begin?"

02 "We're here **to plan** the autumn campaign."
"We're here to" + verb. More formal: "The purpose of today's meeting is to plan…"

03 "There are **three items** today: the budget, the timing and the roles."
"There are" + number + "items" — the map for the meeting.

04 "**Can everyone see** my screen?"
Fixed online formula. Before that: "Can everyone hear me OK?"

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS
Agreeing and Disagreeing
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NEXT STEP
Answering the Phone
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