

### Task 1: Vocabulary Match

Match the business meeting terms with their correct definitions.

A	B
1- Agenda	a- The person responsible for keeping the meeting organised and on time
2- Minutes	b- A list of topics to be discussed in a meeting
3- Chairperson	c- Tasks that need to be completed after the meeting.
4- Action items	d- A formal record of what was said and decided

### Task 2: Complete the Dialogue

Fill in the blanks with appropriate expressions used in meetings: make- schedule- -meet - discuss-

- "Let's \_\_\_\_\_ to the next item on the agenda."
- "I'd like to \_\_\_\_\_ a point here."
- "Can we \_\_\_\_\_ that for the next meeting?"
- "Let's try to \_\_\_\_\_ on time today."

### Task 3: Rearrange the Dialogue

Put the sentences below in the correct order to form a logical business meeting exchange:

- a. "Before we move on, does anyone have any questions?"
- b. "Yes, I'd like to clarify something about the budget figures."
- c. "Okay, let's get started with the first item on the agenda."
- d. "We'll begin with the monthly sales report. Mark, over to you."

### Task 4: Discussion

Choose one scenario and act out a short meeting:

1. Planning a company event
2. Solving a problem with a late product delivery
3. Preparing for a client presentation
4. Discussing quarterly performance