

## Team meetings

LEVEL A2/B1+

### Starting the meeting:

Fill in the blank spaces with one of the red words in the box below. Only use each word once.

make      like      get      coming      join      start      all

1. Thank you all for \_\_\_\_\_.
2. We better \_\_\_\_\_ a start.
3. We have a lot to \_\_\_\_\_ through today.
4. Where's Susan? We'll have to make a \_\_\_\_\_ without her.
5. I'd \_\_\_\_\_ to welcome Toby, our new HR manager.
6. Please \_\_\_\_\_ me in welcoming Sara, our new sales manager.

### Stating the purpose of the meeting and introducing the agenda:

Fill in the blank spaces with one of the red words in the box below. Only use each word once.

focus      agenda      called      here      copy      meeting

1. We are \_\_\_\_\_ today to talk about...
2. The \_\_\_\_\_ of today's meeting is to discuss...
3. The purpose of today's \_\_\_\_\_ is...
4. I've \_\_\_\_\_ this meeting to discuss...
5. Does everyone have a \_\_\_\_\_ of the agenda?
6. There are five items on the \_\_\_\_\_. First of all... Secondly... Finally....

### Changing the agenda topic and controlling the meeting:

Fill in the blank spaces with one of the red words in the box below. Only use each word once.

running   stick   time   side-tracked   come   move   add   turning

1. Let's \_\_\_\_\_ on to the next topic which is...
2. \_\_\_\_\_ now to...
3. Does anyone have anything to \_\_\_\_\_ or can we move on?
4. Please can we \_\_\_\_\_ to the agenda.
5. Let's not get \_\_\_\_\_.
6. One at a \_\_\_\_\_ please.
7. We will \_\_\_\_\_ back to that point later.
8. We are \_\_\_\_\_ short on time so let's move on to our next item.

### Summarising and thanking:

Fill in the blank spaces with one of the red words in the box below. Only use each word once.

covered   time   summarise   quickly   sum

1. I think we've \_\_\_\_\_ everything.
2. Just to \_\_\_\_\_ recap.
3. Just to \_\_\_\_\_ the key points.
4. To \_\_\_\_\_ up, we have agreed to...
5. Thank you for your \_\_\_\_\_.