



MEETINGS
PARTICIPATING IN A MEETING
 ANSWERS (a385)

Elementary Level (A1 - A2)

- ◊ Revise expressions used in meetings
- ◊ Listen and repeat some key expressions
- ◊ Role-play two meetings

Starting Off

Participating in a meeting

Use the words in the box to complete the sentences below.

agree explain follow opinion option perhaps sounds why

- 1 What's your **opinion** on this?
- 2 Sorry, but I can't **agree** with that idea.
- 3 **Perhaps** we could try a new system?
- 4 Could you **explain** in more detail, please?
- 5 I think it **sounds** like a good solution.
- 6 I'm not sure I **follow** you.
- 7 In my opinion, it's the best **option**.
- 8 **Why** don't we come back to this later?



Listen and repeat

Write below the phrases you hear. Then try to say them with the same intonation and liaisons.

- | | |
|-----------------------------------|----------------------------------|
| 1 I agree with you. | 6 That sounds like a good idea. |
| 2 I'm afraid I don't agree. | 7 How about next Friday? |
| 3 You're right. | 8 Could you repeat that, please? |
| 4 What do you think? | 9 That works for me. |
| 5 I think that will be difficult. | 10 That's a good solution. |

Role-play 1

Your company is almost 50 years old. This should be a time to celebrate but business is not good. The firm recently issued a profit warning and this year's dividend will be cut. Hold a meeting and discuss the following:

- Should celebrating the 50th anniversary be cancelled?
- Should there be limited celebrations? If so, who should be invited?

Role-play 2

Your company would like to encourage all employees to work on community projects. Hold a meeting to discuss the following:

- How many days per year should employees be paid to work on projects?
- Who should decide which projects should be supported? The company, the employee or both?

