



Context: For professionals joining or leading meetings in English, whether internal, cross-departmental, or with clients

Meetings – Participating & Leading with Confidence



The English Hub

Welcome & Objectives

In this lesson you will:

- Understand meeting roles and structure
- Use phrases to participate politely
- Ask and answer questions with clarity
- Lead and respond during agenda points
- Express agreement, disagreement, or clarification
- Handle interruptions and turn-taking



What Makes Meetings Effective?

- What meetings do you attend in your company?
- Are they usually online or in person?
- What makes a good or bad meeting?

Key Vocabulary:

- agenda
- facilitator
- timekeeper
- action items



Types of Workplace Meetings

Discuss the types of meetings below with your tutor:

Meeting Type	Purpose
Team Sync	Share updates and progress
Client Call	Present or negotiate with external parties
One-on-One	Private check-in or review
Kick-Off Meeting	Start a new project or campaign
Stand-Up Meeting	Quick daily or weekly status round

Discuss: Which of these take place often in your professional life?

Meeting Roles – Who Does What?

Important roles:

- **Chair/Facilitator** – keeps the meeting on track
- **Note-taker** – records key points and action items
- **Attendee** – contributes and gives updates
- **Timekeeper** – ensures time is managed

Discuss: What role do you usually have in a meeting, in your professional role?

Common Meeting Language – Useful Phrases

Phrases for participation:

- “Shall we begin?”
- “Let’s move on to the next item.”
- “Can I add something here?”
- “Sorry to interrupt, but...”
- “Could you clarify that point?”
- “Let’s summarise the action items.”

Questions:

Discuss the definition of each phrase with your tutor.

Which situation would the phrases be used in?

Grammar Focus – Asking Questions Politely

We often use **modal verbs** to soften questions

Direct	Polite Version
“What is this?”	“Could you explain what this is?”
“Why that idea?”	“Would you mind explaining why you chose that?”
“Repeat that.”	“Could you repeat that, please?”

Your tutor will ask you 3 direct questions.

Task: convert the direct questions into polite ones

Activity – Rephrase These Meeting Questions Politely

Reword the following questions into polite ones:

- “Tell me what’s next.”
- “What do you mean?”
- “Who said that?”
- “Explain the budget again.”

Example answer:

“Could you let us know what the next step is please?”

Phrases for Agreeing, Disagreeing & Clarifying

Discuss the following phrases with your tutor:

Agree	Disagree (Politely)	Clarify
"I agree with you."	"I see your point, but..."	"Just to clarify..."
"That's a good idea."	"I'm not sure I agree with that."	"What do you mean by...?"
"Absolutely / Exactly."	"Another way to look at this is..."	"Can I double-check that?"

Task: Practise 1 phrase from each column with your tutor.

Listening Practice – Spot the Tone

Read the following passage with your tutor:

“Hi everyone, thanks for joining. Let’s start with the marketing update. Sophia, could you begin? After that, we’ll move to logistics. Please be mindful of time — we have 20 minutes.”

Discuss:

- Who’s leading the meeting?
- What’s the tone? (formal/informal?)
- What language shows leadership?

Pronunciation – Stress in Questions

Repeat the following phrases aloud with your tutor to improve pronunciation:

- “Could **you** explain that again?”
- “What’s the **next** step?”
- “Would you mind **clarifying**?”



Activity – Complete the Dialogue (Gap Fill)

Complete the dialogue below:

A: “Thanks for joining. Let’s start with the first _____.”

B: “Sure. I’d like to give a quick _____ on last week’s work.”

A: “That’s great. After that, we’ll _____ to finance.”



Cultural Awareness – Interrupting & Turn-Taking

In some cultures, interruptions are normal. In others, it's rude. In English business culture:

- Always **apologise** when interrupting
- Use clear **signals** to enter a conversation
- Pause and wait your turn when others speak

Discuss:

What is considered normal in your work culture, in a professional environment?

What is considered rude or disrespectful in your culture, in a professional environment?

Vocabulary – Meeting Actions

Discuss the following vocabulary with your tutor:

Verb	Meaning
postpone	move to a later time
chair	lead the meeting
raise	bring up a question or concern
wrap up	finish
note	record key points

Grammar Focus – Future Forms in Meetings

We use “**will**” and “**going to**” in meetings to talk about future tasks:

Example:

“I will send the summary tomorrow.”

“We’re going to meet with the client next week.”

“They’ll update the plan soon.”

Task: Complete the sentences using the correct form:

- We _____ (meet) on Tuesday.
- I _____ (send) the file later today.
- They _____ (not attend) the meeting.

Mini Role Play – Leading a Meeting

Imagine you are a leading a meeting:

You can choose a scenario from your real professional role, or pretend your meeting is about a new product launching in your company.

Instructions:

- Greet participants
- Introduce the first agenda item
- Ask someone to update
- Move to the next topic
- End the meeting politely

Your tutor will give you feedback on tone, structure and clarity.

Then, swap roles with your tutor and give them feedback.

Common Mistakes to Avoid in Meetings

Common errors:

- Speaking too fast or softly
- Not taking turns / interrupting
- Using vague language like “stuff” or “things”
- No summary at the end
- Not using polite expressions

Task: Practice corrections with your tutor

Useful Phrases Summary

Take a note of the following useful phrases for your next meeting!

- “Let’s begin with...”
- “Could we move to the next point?”
- “Any questions or comments?”
- “Let’s wrap up for today.”
- “Thank you for your time.”

Review these together with your tutor. Then, think of 3 new ones to add to the list.

Speaking Task – Contribute in a Team Meeting

Scenario:

You are a team member in a weekly sync. Choose one update from your professional work (real or fictional):

Include:

- Greeting
- One clear update
- Ask a polite question or make a suggestion

Tutor plays the manager or colleague. Then, swap roles and give each other feedback.