

Business Meeting

B2 business vocabulary: a meeting dialogue

NAME _____

DATE _____

KEY RULE:
Business vocabulary: agenda · proposal · strategy · budget · deadline · stakeholder · ROI

1

Dialogue Exercise

UPPER-INTERMEDIATE

Choose the correct word for each gap.

1. The team meets to discuss the quarterly _____. (strategy / schedule / routine)

2. Can everyone see the meeting _____? (agenda / programme / list)

3. I'd like to present our _____ for the new campaign. (proposal / offer / advertisement)

4. We need to _____ on the _____. (budget / income / profit)

5. The _____ from last quarter were very positive. (results / meeting / agendas)

6. Can you _____ these tasks to our partner agency? (outsource / delegate / assign)

7. I need everyone to be aware of the _____. (deadline / term / date / time)

8. Let's make sure all _____ are kept informed. (stakeholders / shareholders / clients)

9. We need to monitor the _____ of this campaign closely. (performance / expense / advantage)

10. We'll discuss _____ at next meeting. (review / revise / redo)

Answer Key

Check your answers below

1 Exercise 1 Dialogue Exercise

1 strategy

2 agenda

3 proposal

4 budget

5 results

6 outsource

7 deadline

8 stakeholders

9 performance

10 review