

Listen to a meeting in which colleagues make a decision to practice and improve your listening skills.

I. Before listening

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary	Definition
1. ..... agile	A. a plan for when things will happen and how long they will take
2. ..... a timeline	B. one of the stages of a process
3. ..... additional	C. able to move quickly and easily
4. ..... a phase	D. most of the people in a group
5. ..... to adapt	E. something that is extra or more than planned
6. ..... the majority	F. to change something to make it better or more successful

LIVEWORKSHEETS

Task 1: Circle the best option to complete the sentence.

1. The objective of the meeting is to ...

A. decide on the role of each team member.

B. agree when each phase of the project will happen.

C. improve team communication.

2. Emiko wants ...

A. to be told what to do.

B. everyone to make a decision together.

C. to check the decision with the head office.

3. David ...

A. prefers a structured approach.

B. is happy to take a flexible and agile approach.

C. agrees with the decision they make in the end.

4. Carolina doesn't say much at first because ...

A. she doesn't have a specific opinion on the topic.

B. she is worrying about something else.

C. she is considering people's suggestions.

5. The decision they take is based on ...

A. a vote.

B. a recommendation from Jani's boss.

C. a majority decision to follow the team leader.

6. David suggests they should ...

A. allow some extra time later in the project.

B. get help from another team.

C. use an online project management tool.

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