

Complete the Activities

Read the sentences carefully. Match the phrases with each sentence.

encourage everyone to speak - invite relevant people
 monitor progress - set an agenda - share the key takeaways
 focus on the objectives

1. In business meetings, it is essential to _____ who can contribute to the discussion and decision-making process.
2. When organizing a meeting, it is important to _____ to ensure that all topics are covered efficiently and effectively.
3. It is crucial to _____ and goals to ensure that everyone is working towards the same outcomes.
4. The facilitator has to create a collaborative environment, _____ and share their perspectives during meetings.
5. The facilitator has to _____ during meetings to ensure that tasks are being accomplished and the meeting is not going in circles.
6. At the end of a meeting, the notetaker has to _____ and action points to ensure that everyone gets a summary of the problems discussed and understands the next steps.

Read the paragraph and complete with the simple present tense of the verbs in brackets.

During a business meeting, each role plays a crucial part in ensuring a productive discussion. The chairperson _____ [arrange] and _____ [lead] the meeting, setting the agenda and guiding the participants. The notetaker carefully _____ [take down] notes, capturing important points and action items. The timekeeper closely _____ [monitor] the

clock, making sure that the meeting stays on track and adheres to the allocated time. The chat moderator effectively _____ [manage] the chat, ensuring that it remains focused and respectful. Lastly, the facilitator _____ [guide] the group in the process of decision-making, encouraging everyone's participation and helping to reach a consensus. Together, these roles harmoniously _____ [work] together to conclude a successful meeting, achieving the objectives and making progress towards the team's goals.

Read the uses of the simple present tense and decide if the paragraph focuses on habits, future plans, general facts or present facts.

THE SIMPLE PRESENT



When do we use the simple present?



Habits

I always drink coffee at work.
He goes to bed at 11 p.m.
They often eat lunch at school.

Future plans/schedules

The train arrives at 3 p.m.
We fly to Paris on Monday.
Classes begin next week.

General facts/truths

The sun rises in the east.
Earth is not flat.
Water boils at 100 degrees C.

Present facts/truths

I live in Washington, D.C.
She is eighty years old.
He works at Microsoft.



A E AMERICAN ENGLISH