

Arranging a Meeting at Work

CEFR B1 Roleplay



1. Warm-up Discussion

1. How often do you need to arrange meetings at work?
2. What information is important to include when arranging a meeting (e.g., date, time, location, agenda)?
3. How do you usually contact your colleagues to set up a meeting (e.g., email, phone, in person)?
4. What do you do if the time you suggest for a meeting doesn't work for everyone?
5. Why is it important to have a clear agenda for a meeting?
6. How do you follow up with your colleagues after a meeting has been arranged?

2. Example Conversation: Arranging a Meeting at Work

Student A (Colleague 1):Hi, do you have a minute to talk about scheduling a meeting for our project?

Student B (Colleague 2):Sure, I'm free now. When are you thinking of having the meeting?

Student A:I was thinking of Wednesday afternoon, around 2 p.m. Does that work for you?

Student B:Wednesday at 2 p.m. might be a bit difficult for me. I have another meeting at 1 p.m. that might run long. Can we push it back to 3 p.m.?

Student A:3 p.m. works for me. I'll check with the rest of the team to see if they're available then.

Student B:Sounds good. Where should we meet? The conference room on the third floor is usually free in the afternoon.

Student A:Let's book the conference room then. I'll send a calendar invite to everyone with the details.

Student B:Great! What should be on the agenda for the meeting?

Student A:We need to discuss the project timeline, assign tasks, and review the budget.

Student B:That sounds good. Anything else we should include?

Student A:We might also want to talk about the client's feedback from last week.

Student B:Good idea. I'll make sure to prepare my notes on that.

Student A:Perfect. I'll send out the invite and the agenda by the end of the day.

Student B:Thanks! I'll be ready for the meeting on Wednesday at 3 p.m.

Student A:Great! Looking forward to it.

3. Background

You and your colleague need to arrange a meeting to discuss an important project at work. One of you suggests a date and time, but it doesn't work for the other. You work together to find a time that suits everyone, decide on a location, and agree on the meeting agenda. The conversation takes place in the office, either in person or via a quick phone call.

4. Instructions

Student A (Colleague 1):

You need to arrange a meeting with your colleague to discuss a project. Suggest a date and time for the meeting, decide on a location, and agree on the topics to discuss. Be sure to check if the time works for your colleague and make any necessary adjustments.

Student B (Colleague 2):

Your colleague is trying to arrange a meeting with you. Listen to their suggestions for the date, time, and location, and let them know if it works for you. If it doesn't, suggest a different time. Help decide on the topics to include in the meeting agenda.

5. Vocabulary List

schedule, meeting, agenda, available, project, timeline, assign, tasks, budget, feedback, calendar invite, conference room, discuss, prepare, notes, location, suggest, agree, time, date.