

afaq

StartUp 3
Vocabulary

Unit5 – Lesson3
Page58

MATCH the phrases with the pictures.

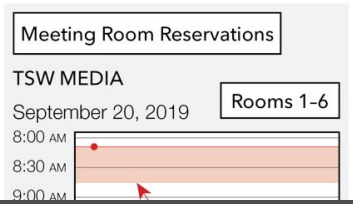
check equipment – send an invitation – write an agenda – order refreshments – reserve a meeting room – make photocopies – arrange a video call – create a presentation



1



2



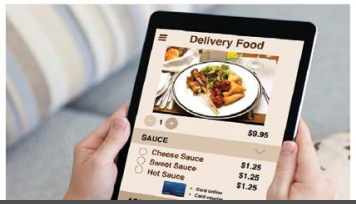
3



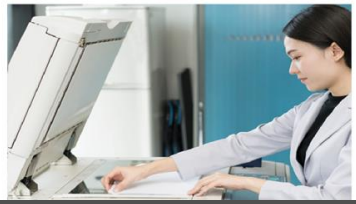
4



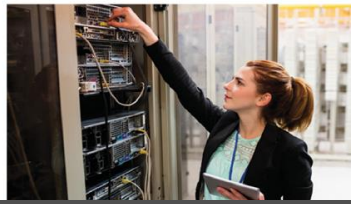
5



6



7



8



LUCAS MORALES

@LucasM

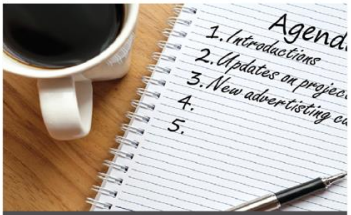
Lots of meetings with the design team this week, presenting ideas to clients. Wish me luck!

1 VOCABULARY Meeting preparation

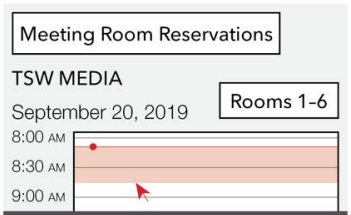
A ▶05-12 Listen. Then listen and repeat.



send an invitation



write an agenda



reserve a meeting room



create a presentation



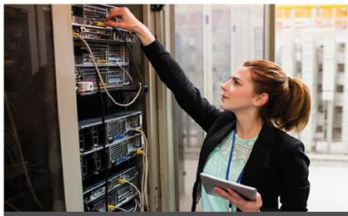
arrange a video call



order refreshments



make photocopies



check equipment

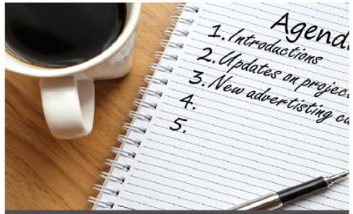
B You are planning a meeting. Put the actions from 1A in the order that you need to complete them. More than one answer may be possible.

2. _____ 4. _____ 6. _____ 8. _____

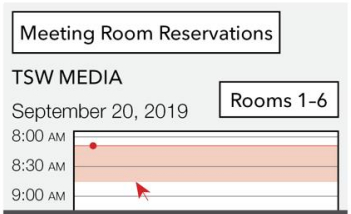
1. _____ 3. _____ 5. _____ 7. _____



send an invitation



write an agenda



reserve a meeting room

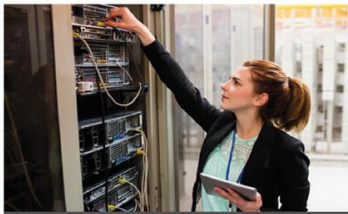

create a presentation


arrange a video call



order refreshments


make photocopies


check equipment

1 VOCABULARY Meeting preparation

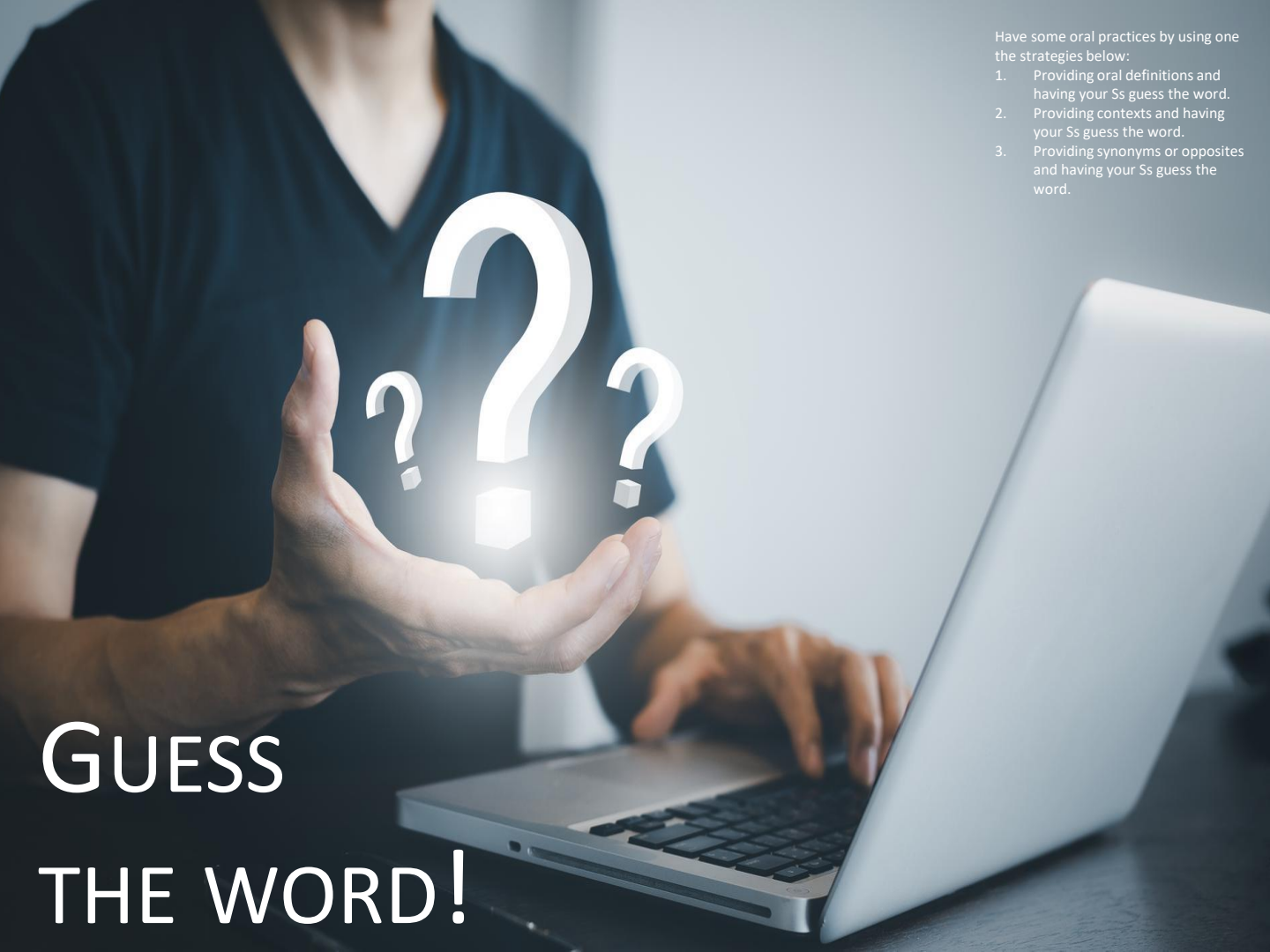
Activity

A Complete the conversations. Use the words from the box.

agenda	invitation	presentation	reserve
equipment	photocopies	refreshments	video call



1. A: Will you report to the whole team on your project?
   B: Yes. I am creating a _____ for the meeting on Monday.
2. A: Let's plan to have a video call tomorrow.
   B: OK. I'll arrange it and send you an _____.
   A: Great. Thanks.
3. A: Let's talk about what topics we want to cover at the meeting.
   B: Good idea. We can write an _____ and send it to everyone before the meeting.
4. A: Who is in charge of the schedule for the meeting rooms?
   B: Carol is.
   A: OK. I'll call her and _____ a meeting room for our team for tomorrow at 3:00. Then I'll email everyone with the time and place.
5. A: What should I do to get ready for my presentation?
   B: Well, you should definitely check the _____. Make sure it's all working.
6. A: Do you want me to make any _____ for the meeting?
   B: Thanks, but I already have copies of the agenda, and that's all we need.
7. A: Has anyone ordered _____ for the meeting?
   B: Mike did. He ordered coffee, tea, juice, and pastries.
8. A: Did you arrange a _____ with Jennifer and Paul?
   B: Yes, we're meeting online at 4:00.



Have some oral practices by using one the strategies below:

1. Providing oral definitions and having your Ss guess the word.
2. Providing contexts and having your Ss guess the word.
3. Providing synonyms or opposites and having your Ss guess the word.

GUESS THE WORD!

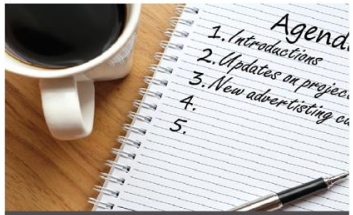
Have Ss do the activation task in breakout rooms.

1 VOCABULARY Meeting preparation

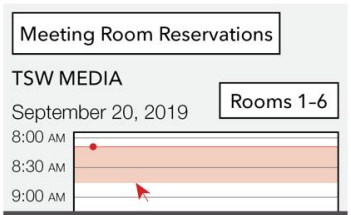
PAIRS Compare your answers in 1B. Did you put the actions in the same order?



send an invitation



write an agenda



reserve a meeting room

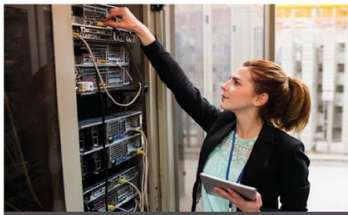

create a presentation


arrange a video call



order refreshments


make photocopies


check equipment