

LINGUA AGENTS

LANGUAGE OF MEETINGS**Part 2 — Lesson Summary**Level: B1 | linguaagents.com**1. Vocabulary**

All the key words and phrases from this lesson.

| Word / Phrase | Meaning | Example sentence |
|------------------------------|-------------------------------------------------------|------------------------------------------------------|
| the minutes | The official written record of a meeting. | Can you send the minutes to everyone after the call? |
| to chair (a meeting) | To lead or run a meeting. | I'm chairing the project meeting on Thursday. |
| to take the floor | To start speaking formally in a meeting. | Sarah took the floor and presented her proposal. |
| to follow up | To check back on something or take the next step. | I'll follow up with the client after the meeting. |
| to wrap up | To bring something to a close. | Let's wrap up in five minutes. |
| to bring something up | To raise a topic in a meeting. | I'd like to bring up one more point before we close. |
| to go over | To review something together. | Let's go over the action items from last time. |
| consensus | General agreement among the group. | We reached a consensus on the new approach. |
| to table something | To set a topic aside for a future meeting. | Let's table the budget discussion for next week. |
| to second a proposal | To formally support a proposal so it can be voted on. | Mark seconded the proposal before the vote. |

2. Grammar**Modal Verbs for Suggestions and Requests**

| Modal | Use | Example |
|-------|-----|---------|
|-------|-----|---------|

| | | |
|---------------|------------------------------------|----------------------------------------------|
| could | Making a suggestion | We could go over the action items now. |
| should | Giving a recommendation | We should postpone this to the next meeting. |
| shall | Proposing a group action | Shall we vote on the proposal? |
| might | Suggesting a tentative possibility | We might need more time to decide. |

Use these modals to sound more professional in meetings. Could and might are softer and more tentative. Should sounds more confident. Shall is used to propose something to the group and is especially common when chairing.

3. Useful Phrases

| Phrase | Use it when... |
|--------------------------------------------------|------------------------------------------------------------|
| Could I bring something up? | Raising a topic that isn't on the agenda. |
| Shall we go over the action items? | Opening a meeting by reviewing what was decided last time. |
| I think we should table this for now. | Setting a topic aside when there isn't enough time. |
| I second that proposal. | Formally supporting a proposal before a vote. |
| Let's wrap up. | Signalling the end of a meeting. |
| I'll follow up on that after the meeting. | Committing to check back on something. |
| We reached a consensus. | Confirming that the group has agreed. |

4. Common Confusions

to table vs to postpone

to table: to set a topic aside for a future meeting. Used in formal meetings.

to postpone: to delay something to a later time. More general and less formal.

the minutes vs the agenda

the minutes: the written record of what was discussed and decided. Produced after the meeting.

the agenda: the list of topics to be discussed. Prepared before the meeting.

could vs should

could: softer suggestion, leaves the decision open. For example: We could start at nine.

should: stronger recommendation. For example: We should start at nine.

5. Quick Self-check

Cover this page and try to answer these without looking.

1. What is the difference between the minutes and the agenda?
2. What does it mean to second a proposal?
3. You want to raise a topic that isn't on the agenda. What do you say? Use a modal verb.
4. What does to table something mean? Give an example.
5. What is the difference between could and should when making suggestions?

Ready for more?

Continue with the follow-up session or move on to Online Meetings. Extra exercises are on your Explainers page.

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