**Put the phrases into the correct order to create a sample meeting dialogue.**

**Phrase bank:**

*Can we start the meeting?*

*Let's begin by reviewing the agenda.*

*Who would like to present the first item on the agenda?*

*Can you take the minutes for this meeting?*

*Let's move on to the next item on the agenda.*

*I have a question about the previous item. Can we discuss it further?*

*Can someone please provide a summary of the presentation?*

*Do we have any action items for this item on the agenda?*

*Let's make sure to follow up on these action items after the meeting.*

*Does anyone have any other questions or comments before we adjourn the meeting?*

Exercise:

**Answer Key:**

1. Can we start the meeting?
2. Let's begin by reviewing the agenda.
3. Who would like to present the first item on the agenda?
4. Can you take the minutes for this meeting?
5. Let's move on to the next item on the agenda.
6. I have a question about the previous item. Can we discuss it further?
7. Can someone please provide a summary of the presentation?
8. Do we have any action items for this item on the agenda?
9. Let's make sure to follow up on these action items after the meeting.
10. Does anyone have any other questions or comments before we adjourn the meeting?