

Activity Type

Vocabulary Exercises:
matching, error
correction, crossword

Focus

Business collocations

Aim

To learn and practice
verb-noun collocations
for meetings and
discussions.

Preparation

Make one copy of the
two-page worksheet for
each student.

Level

Intermediate (B1)

Time

25 minutes

Introduction

Here is a business collocations worksheet to help students learn and practice verb-noun collocations for business meetings and discussions.

Procedure

Give each student a copy of the two-page worksheet.

Students begin by matching verbs to nouns to create collocations for meetings and discussions.

Exercise A - Answer key

- | | | | |
|------|------|------|-------|
| 1. e | 4. f | 7. c | 10. g |
| 2. i | 5. k | 8. j | 11. h |
| 3. a | 6. l | 9. d | 12. b |

Students then underline a verb-noun collocation mistake in each sentence and write the correct verb next to the sentence in its correct form.

Exercise B - Answer key

- | | |
|------------------------------|---------------------------------|
| 1. raise attend | 5. brainstorms takes |
| 2. hold provide | 6. raised made |
| 3. took raised | 7. address prepare |
| 4. gave addressed | 8. make brainstorm |

Finally, students complete a crossword by reading sentence clues and writing the missing verbs in the sentences and crossword in their correct forms.

Exercise C - Answer key

- | | | | |
|-------------|---------------|-------------|-----------|
| 1. make | 4. brainstorm | 7. provided | 10. held |
| 2. address | 5. prepared | 8. gave | 11. take |
| 3. schedule | 6. reached | 9. attend | 12. raise |

Note: This resource can be edited using a PDF editor.

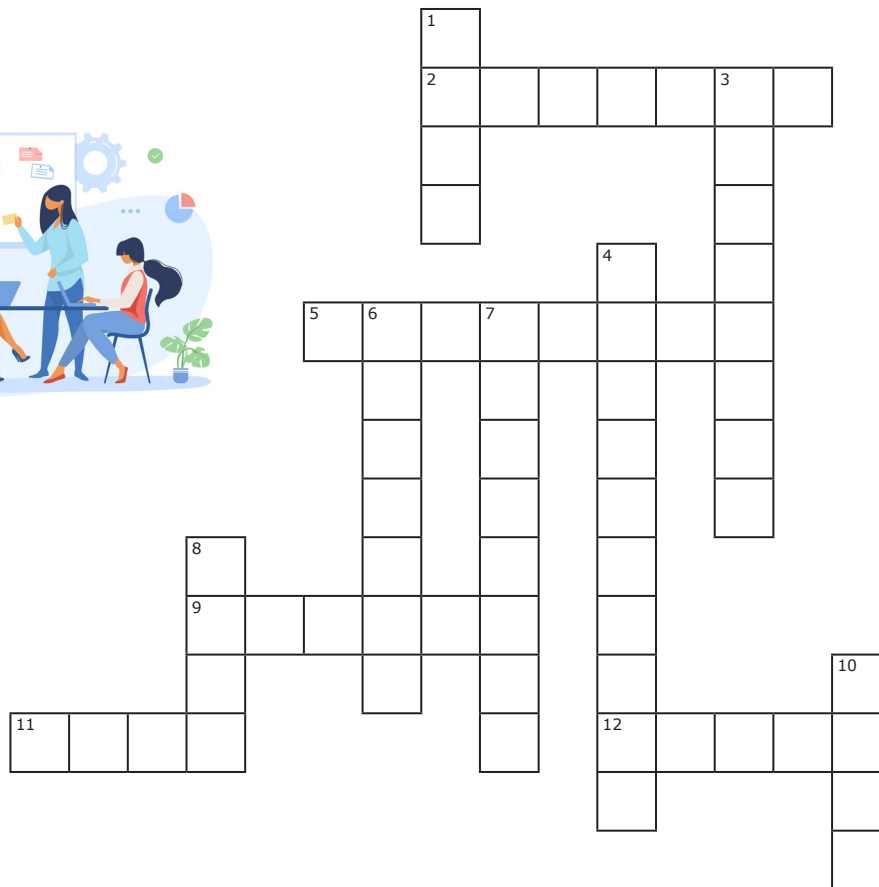
A. Match the verbs to the nouns to create collocations for meetings and discussions.

- | | |
|-----------------------------|--|
| 1. attend | a. feedback : give opinions or advice to help improve something |
| 2. give a | b. a report : plan and write a report before a meeting |
| 3. provide | c. meeting : have a planned discussion with people at work |
| 4. raise an | d. agreement : finally agree on an issue or decision discussed during a meeting |
| 5. schedule | e. a meeting : go to a planned meeting where people talk about work or make decisions together |
| 6. address | f. issue : talk about a problem that needs attention during a meeting |
| 7. hold a | g. suggestions : give other people in a meeting ideas or recommendations about something |
| 8. take | h. ideas : share and develop creative ideas with others during a meeting |
| 9. reach | i. presentation : stand in front of a group of people at work and talk about a particular topic |
| 10. make | j. minutes : write down the main points discussed during a meeting |
| 11. brainstorm | k. a business lunch : plan a time to meet with colleagues to discuss work issues while having lunch |
| 12. prepare | l. concerns : talk about and try to solve worries or problems that people have |

B. Underline the collocation mistake in each sentence and write the correct verb in the space provided in its correct form.

- | | |
|---|-------|
| 1. John won't be able to raise the meeting tomorrow due to illness. | |
| 2. Please hold feedback on the project at the next meeting. | |
| 3. Sarah took an issue about the product packaging. | |
| 4. The manager gave concerns about the project schedule. | |
| 5. Juanita brainstorms minutes during all our meetings. | |
| 6. The IT consultant raised a few suggestions for improvement. | |
| 7. Sayuri will address a report on the sales figures for the board meeting. | |
| 8. We need to make ideas for the marketing campaign. | |

C. Read the sentence clues and write the missing verbs in the gaps and crossword in their correct forms.



Clues across

2. The manager needs to concerns about the changes to the company's policies.
5. The CEO a report on the company's profits for the board meeting yesterday.
9. Everyone has to a meeting about marketing issues tomorrow afternoon.
11. Jane will minutes during the meeting so that all decisions are recorded.
12. Tina needs to an issue about getting enough parts from suppliers.

Clues down

1. During the meeting, I will suggestions for improving customer service.
3. Let's a business lunch for Thursday to discuss the new client agreement.
4. We urgently need to ideas for advertising the new product.
6. After hours of discussion, the two parties eventually agreement.
7. After the training day, employees feedback on the usefulness of the programme.
8. Sarah a presentation on the sales figures at the board meeting yesterday.
10. Last week, we a meeting to discuss the schedule for the next quarter.