



Unit 7 Working together  
**LESSON 5 Book a room for the meeting**

LEARNING OBJECTIVE  
In this lesson, you will learn to talk  
about how to prepare for a meeting.

## 1 Warm-up

Have you prepared for a meeting before?  
What things are needed for a meeting?



**Words and phrases you may want to use:**

- a meeting room
- a big screen
- materials

## 2 New words and expressions

### Matching game

1.



double-check \_\_\_\_\_

2.



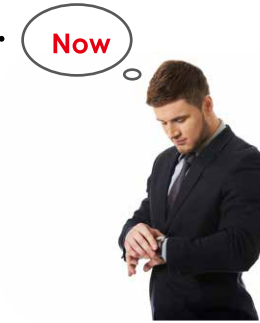
3.



4.



5.



material [mə'tɪəriəl]  
book a room [ru:m]  
right [raɪt] away  
staff [stæf] [sta:f]  
double-check ['dʌbl tʃek]

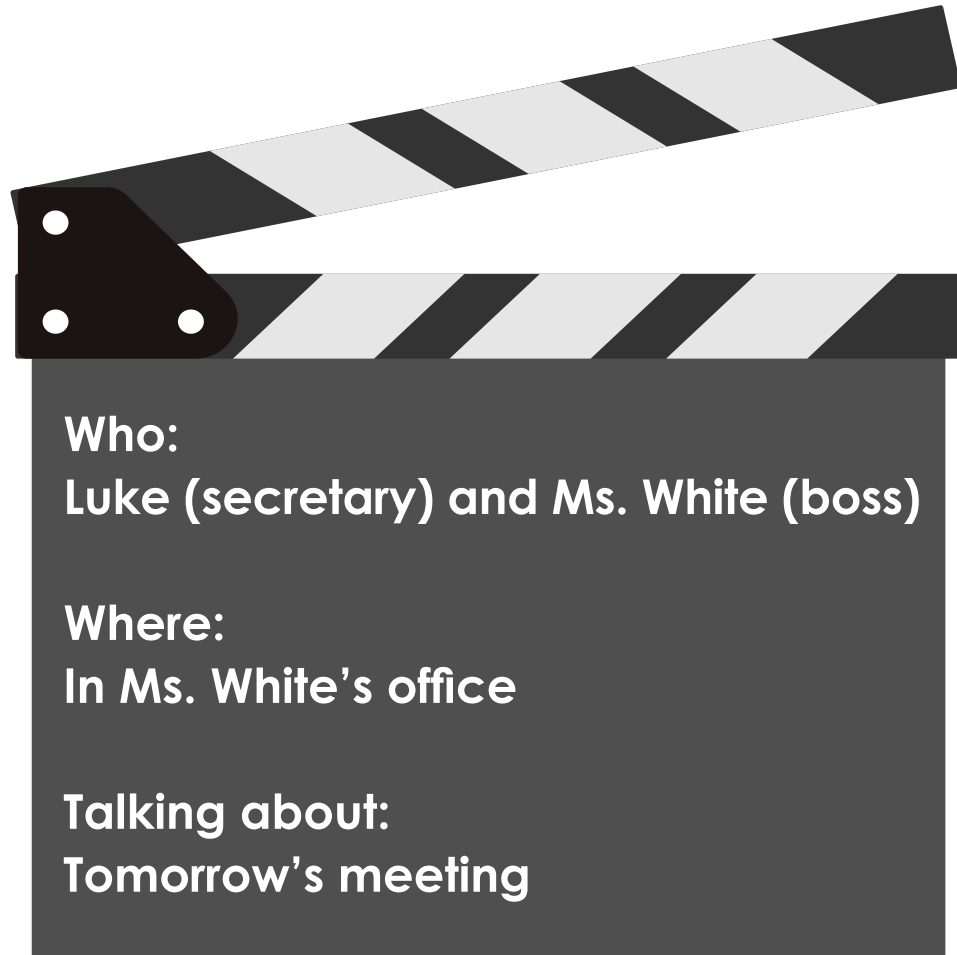
Let's go through the sentences. Pay attention to the words in red.

- Tom passed out the **materials** to everyone in the meeting room.
- Jane needs to **book a room** for the meeting we're having tomorrow afternoon.
- The meeting is starting soon, so George needs to get to the meeting room **right away**.
- There are over a hundred **staff** in the company.
- Cathy **double-checked** to make sure that the door was properly locked.



## 3 Speaking naturally

### 1. Conversation setting



***Let's see what Luke will do for the meeting!***

## 3 Speaking naturally

### 2. Conversation and activity

**Luke:** Good afternoon, Ms. White. I have prepared the **materials** for tomorrow's meeting.

**Ms. White:** Very good. We'd better **book a room** now for tomorrow's meeting. If we don't do it now, there might not be any rooms left.

**Luke:** I will book one **right away**. What time should I book it for?

**Ms. White:** Book it for ten o'clock. We will have the meeting from ten to eleven.

**Luke:** Okay. I will do that now.




**Ms. White:** Very good. Please tell the whole **staff** to come to the meeting.

**Luke:** Sure. I will send an email to everyone.

**Ms. White:** Please **double-check** if everything is ready before the meeting.

**Luke:** Okay. I will come earlier tomorrow morning to make sure everything is good.

**What does Luke need to do after the conversation?**

	<p>1. Luke needs to ...</p> <hr/> <hr/>
	<p>2. Luke needs to ...</p> <hr/> <hr/>
	<p>3. Luke needs to ...</p> <hr/> <hr/>

## 3 Speaking naturally

### 3. Conversation and comprehension

**Luke:** Good afternoon, Ms. White. I have prepared the **materials** for tomorrow's meeting.

**Ms. White:** Very good. We'd better **book a room** now for tomorrow's meeting. If we don't do it now, there might not be any rooms left.

**Luke:** I will book one **right away**. What time should I book it for?

**Ms. White:** Book it for ten o'clock. We will have the meeting from ten to eleven.

**Luke:** Okay. I will do that now.

**Ms. White:** Very good. Please tell the whole **staff** to come to the meeting.

**Luke:** Sure. I will send an email to everyone.

**Ms. White:** Please **double-check** if everything is ready before the meeting.

**Luke:** Okay. I will come earlier tomorrow morning to make sure everything is good.

#### Answer the questions:

1. Why does Luke need to book the room right now?

*Luke needs to book the room right now because ...*

2. When will Ms. White have the meeting?

*Ms. White will have the meeting ...*

## 3 Speaking naturally

### 4. Practice

**Luke:** Good afternoon, Ms. White.

I have prepared the materials for tomorrow's meeting.

**Ms. White:** Very good. We'd better \_\_\_\_\_ now for tomorrow's meeting.

If we don't do it now, there might not be any rooms left.

**Luke:** I will book one \_\_\_\_\_. What time should I book it for?

**Ms. White:** Book it for ten o'clock. We will have the meeting from ten to eleven.

**Luke:** Okay. I will do that now.

**Ms. White:** Very good. Please tell the whole staff to come to the meeting.

**Luke:** Sure. I will send an email to everyone.

**Ms. White:** Please \_\_\_\_\_ if everything is ready before the meeting.

**Luke:** Okay. I will come earlier tomorrow morning to make sure everything is good.



## 4 Task

### Speak out

Teacher

Hi, ... (student's name) Do you need to prepare meetings at work?

Yes, I ...

You

Teacher

...

...

You

Teacher

...

...

You

### Word tips

- once a week/every day
- prepare materials
- book a meeting room
- email the staff
- double-check



## 5 Summary

What did you learn in this lesson?

Words and phrases:



Sentences:



***Let's check the next page!***

## 5 Summary

You have learned the following vocabulary and sentence patterns to talk about how to prepare for a meeting.

### Words and phrases:



material



staff



book a room



right away



double-check

### Sentence patterns:

We'd better book a room for ...

(Make a sentence)

Please double-check if ...

(Make a sentence)

