**Seminars/Meetings Worksheet**

**Step 1:** Read the questions one by one, write your answers and discuss with your classmates.

**Step 2:** Refer to the table on the other side of the page to find where the answers are located in the book.

1. What are **signpost expressions**? Write a few examples and share with your group.
2. What are some useful language expressions to consider when **comparing perspectives**?
3. What are some useful language expressions for **summarizing a discussion/meeting**?
4. What are some useful language expressions for **chairing a discussion/meeting**?
5. What are some useful language expressions for **exchanging opinions**?
6. What are some useful language expressions for **clarifying and confirming understanding** in a seminar/meeting?
7. What does **being an active listener** mean in a seminar/discussion/meeting?