

Word / Phrase	A1 Definition
to require	to need something
careful	paying attention, not making mistakes
attention	looking or listening carefully
key aspects	important parts of something
a purpose	the reason for doing something
a clear objective	a simple, clear goal
to decide	to make a choice
main goals	the most important aims
to improve	to make better
to solve a problem	to find an answer to a difficulty
to explain rules	to say how to do something
to focus	to pay attention to one thing
a simple agenda	a short plan of things to do
to be on time	to arrive when expected
to share something	to give or tell something to others
in advance	before something happens
to define a purpose	to say clearly why you do something
to choose	to pick one thing from many
to invite	to ask someone to come
to be affected by a topic	to feel or care about a subject
to include	to have someone or something as part of a group
an employee	a person who works for a company
useful information	facts or details that help you
to make decisions	to choose what to do
a balanced group	a group with different people and ideas
a point of view	someone's opinion
to be effective	to work well and get results
to share an experience	to tell others what happened to you
to feel included	to feel part of a group
to feel respected	to feel people treat you well
to avoid	to stay away from something
to be related to a topic	to connect to a subject
to disturb	to bother or interrupt someone
to pick a time	to choose when something happens
to join easily	to take part without problems
to avoid busy hours	to stay away from times when many people are active
a venue (meeting)	the place where a meeting happens
a participant	a person who takes part in something
free from noise	quiet, no loud sounds
to make sure	to check that something is correct or ready

Word / Phrase	A1 Definition
equipment	tools or things you need for an activity
to focus	to pay full attention
to speak freely	to say what you think without fear
to make a meeting useful	to do things in a meeting that help reach goals
a clear agenda	a simple plan of things to do
a topic	the subject you talk about
to expect	to think something will happen
a visual aid	a picture, chart, or object that helps explain something
slides	pictures or text on a computer screen for a presentation
charts	drawings that show information or numbers
to share materials	to give documents or tools to others
to reach a goal	to finish or complete something you want
to be successful	to do something well and get good results
communication	talking or sharing information with others
opening remarks	the first words at the start of a meeting or talk
to feel ready to join	to feel prepared to take part
to encourage participation	to help people join and take part
to share an opinion	to say what you think
to respect opinions	to listen and be polite about what others think
a focused discussion	a talk where people stay on the topic
off-topic	not about the main subject
to manage the time well	to use time in a good way
an item gets attention	people focus on one thing
the main topics	the most important subjects
operational efficiency	doing work in a good and fast way
to save time	to use less time
to reduce mistakes	to make fewer errors
guest experience	how guests feel and enjoy their stay
to solve problems	to find an answer to a difficulty
to share ideas	to tell others your thoughts
training and development	learning new things to get better at work
new skills	new abilities or things you can do
policy updates	new rules or changes in rules
to explain	to tell someone how something works
clearly	in a way that is easy to understand
to follow rules	to do what the rules say
feedback mechanism	a way to give or get opinions about work
to share thoughts	to say what you think
to listen to suggestions	to hear and think about advice or ideas
to improve work	to make work better
guest satisfaction	how happy guests are

Word / Phrase	A1 Definition
to assign responsibilities	to give jobs to people
a deadline	the day or time something must be finished
meeting minutes	notes about what happened in a meeting
a decision	a choice made after thinking
a task	a job or piece of work to do
to stay informed	to know what is happening
a follow-up	an action after a meeting or event to check progress
to check progress	to see how work is going
a challenge	a difficult job or problem
to complete on time	to finish by the deadline
an action item	a specific task to do after a meeting
an effective meeting	a meeting that works well and achieves goals
a feedback	information about how someone did a job or task
an opinion	what someone thinks or believes
to improve together	to get better as a group
continuous improvement	always making work better
a follow-up meeting	a meeting after the first one to check progress
to check the progress	to see how work is going
to evaluate	to look at something and decide how good it is
a positive atmosphere	a happy and friendly environment
a respectful tone	speaking politely to others
to avoid negative words	not using rude or bad words
to blame people	to say someone is at fault
to value a team	to think a team is important
to give recognition	to say someone did a good job
an effort	trying hard to do something
to feel motivated	to feel ready and willing to work
to encourage engagement	to help people join and take part
tools (charts, slides)	things that help show information
to take part	to join in an activity
to improve teamwork	to make working together better