Useful phrases and sentences Instructions: Study and practice these phrases and sentences, individually, in pairs, or in groups. A.

FROM BEGINNING TO THE END

Opening the meeting

a) Good morning/afternoon, everyone.

b) If we are all here, let's get started/start the meeting/start.

Welcoming and introducing participants

a) Please join me in welcoming (name of participant)

b) We're pleased to welcome (name of participant)

c) It's a pleasure to welcome (name of participant)

d) I'd like to introduce (name of participant)

e) I don't think you've met (name of participant)

Stating the principal objectives of a meeting

a) We're here today to

b) Our aim is to ...

c) I've called this meeting in order to ...

d) By the end of this meeting, I'd like to have ...

Giving apologies for someone who is absent

a) I'm afraid.., (name of participant) can't be with us today.

b) She is in...

c) I have received apologies for the absence of (name of participant), who is in (place)

Reading the minutes (notes) of the last meeting

a) First let's go over the report from the last meeting, which was held on (date)

b) Here are the minutes from our last meeting, which was on (date)

Dealing with recent developments

a) Mary, can you tell us how the XYZ project is progressing?

b) Emily, how is the XYZ project coming along?

c) Jane, have you completed the report on the new accounting package?

d) Has everyone received a copy of the Siam Foundation report on current marketing trends?

Moving forward

a) So, if there is nothing else we need to discuss, let's move on to today's agenda.

b) Shall we get down to business?

c) Is there any other business?

d) If there are no further developments, I'd like to move on to today's topic

Introducing the agenda

A) Have you all received a copy of the agenda?

b) There are three items on the agenda. First,

c) Shall we take the points in this order?

d) If you don't mind, I'd like to ... go in order) skip item 1 and move on to item 3

f) I suggest we take item 2 last

Allocating roles (secretary, participants)

a) (name of participant) has agreed to take the minutes.

b) (name of participant) has kindly agreed to give us a report on this matter.

c) (name of participant) will lead point 1, (name of participant) point 2, and (name of participant) point 3

d) (name of participant), would you mind taking notes today

10. Agreeing on the ground rules for the meeting (contributions, timing,decision-making, etc.)

a) We will hear a short report on each point first, followed by a discussion round thetable.

b) I suggest we go round the table first.

c) The meeting is due to finish at...

d) We'll have to keep each item to ten minutes. Otherwise we'll never get through.

e) We may need to vote on item 5, if we can't get a unanimous decision.

Introducing the first item on the agenda

a) So, let's start with

b) Shall we start with. .

c) So, the first item on the agenda is

d) Michel, would you like to kick off?

e) Martin, would you like to introduce this item?

Closing an item

a) I think that covers the first item.

b) Shall we leave that item?

c) If nobody has anything else to add

Next item

a) Let's move onto the next item

b) The next item on the agenda is

c) Now we come to the question of

Giving control to the next participant

a) I'd like to hand over to Mark, who is going to lead the next point.

b) Right, Deny, over to you

Summarizing

a) Before we close, let me just summarize the main points.

b) To sum up, ...

c) In brief,

d) Shall I go over the main points?

Finishing up

a) Right, it looks as though we've covered the main items

b) Is there Any Other Business

Suggesting and agreeing on time, date and place for the next meeting

a) Can we fix the next meeting, please?

b) So, the next meeting will be on... (day), the . . . (date) of.. . (month) at...

c) What about the following Wednesday? How is that?

d) So, see you all then

Thanking participants for attending

a) I'd like to thank Marianne and Jeremy for coming over from London

b) Thank you all for attending.

c) Thanks for your participation.

Closing the meeting

a) The meeting is closed.

b) I declare the meeting closed

B. DURING THE MEETING

1) Interrupting

 a) May I have a word?

b) If I may, I think...c) Excuse me for interrupting.

d) May I come in here?

2) Giving opinions

 a) I (really) feel that...

b) In my opinion...

c) The way I see things...

d) If you ask me,...

 I tend to think that...

Asking for opinions

 a) Do you (really) think that...

b) (name of participant) can we get your input?

c) How do you feel about...?

Commenting on other opinions

 a) I never thought about it that way before.

b) Good point!

c) I get your point.

d) I see what you mean.

 Agreeing with other opinions

 a) Exactly!

b) That's (exactly) the way I feel.

c) I have to agree with (name of participant).

Disagreeing with other opinions

a) Up to a point I agree with you, but...

b) (I'm afraid) I can't agree

Advising and suggesting

a) We should...

b) Why don't you....

c) How/What about...

d) I suggest/recommend that...

Clarifying

a) Have I made that clear?

b) Do you see what I'm getting at?

c) Let me put this another way...

d) I'd just like to repeat that...

Requesting information

a) I'd like you to...

b) Would you mind... I wonder if you could...

Asking for repetition

a) I didn't catch that. Could you repeat that, please?

b) I missed that. Could you say it again, please?

c) Could you run that by me one more time?

Asking for clarification

a) I'm afraid I don't quite understand what you are getting at.

b) Could you explain to me how that is going to work?

c) I don't see what you mean. Could we have some more details, please?

Asking for verification

 a) Do you mean that...?

b) Is it true that...?

Asking for spelling

 a) Would you mind spelling that for me, please?

b) How do you spell that?

c) What's the spelling of that?

Asking for contributions for other participants

 a) What do you think about this proposal?

b) Would you like to add anything, (name of participant)?

c) Has anyone else got anything to contribute?

d) Are there any more comments?

Correcting information

 a) Sorry, that's not quite right.

b) I'm afraid you don't understand what I'm saying.

c) That's not quite what I had in mind.

d) That's not what I meant.

 Keeping the meeting on time

a) Well, that seems to be all the time we have today.
b) Please be brief. c) I'm afraid we've run out of time.
d) I'm afraid that's outside the scope of this meeting.
e) Let's get back on track, why don't we?
f) That's not really why we're here today.
g) Why don't we return to the main focus of today's meeting.
h) We'll have to leave that to another time.
i) We're beginning to lose sight of the main point.
 j) Keep to the point, please.
k) I think we'd better leave that for another meeting.
l) Are we ready to make a decision?