

Business English – Meetings

Leading a Meeting – Vocabulary list

Starting a Meeting

OK, let's get started.

Shall we begin?

Making Introductions

This is (Name) from (department/company).

Do you all know (Name) from (department/company)?

Let's take a couple of minutes for people to introduce themselves.

Stating the objectives and referring to the agenda for the meeting

Today we need to ...

By the end of this meeting, I hope we'll ...

This/Here is what's on our agenda today.

The first thing on our agenda is the budget

First, we're going to ... and then...

If we have time, we'll also discuss...

Any questions?

Introducing the First Topic

So, let's start with...

Shall we start with...?

(Name), would you like to ...

(Name) is going to show us...

Managing the Discussion

(Name), what do you think?

OK, thanks (Name). You made a good point.

You raised an important issue. (raise an issue / a question / a concern)

I'm glad you brought that up. (bring up an idea / a topic)

Does anyone want to add anything?

Are there any questions?

Managing Time

Let's move on to ...

Are you/we ready to make a decision?

We have ... more minutes.

We need to / We should watch the time here.

Keeping the Discussion on Track

Let's continue this in our next meeting or in email.

Maybe this discussion could happen at a later time / in another meeting.

How about postponing this discussion until ...?

Summarizing

So we've agreed/decided to (verb).

Good. We've agreed/decided on (noun).

Well, I think we have a good plan.

Assigning Next Tasks

Here are things we're going to follow up on.

(Name) is going to (action)

At our meeting next week we'll...

Closing

OK, thanks for your input.

All right. Thanks everyone.

OK, good meeting. Thank you.

OK, see you next month.