

Business English – Meetings

Taking Part in Meetings – Vocabulary list

Expressing Opinions

I (don't) think that / I feel like ...

Agree Completely

I agree.

You're/That's right.

That's true.

That's a good idea.

That makes sense.

Good point.

Yes, it's great / very expensive.

Show understanding

I see what you mean.

I understand your point.

I understand how you feel.

Ask questions

Do you think it's a good idea to be so close to Godiva?

What about the cost difference?

Make a suggestion

Would it be a good idea to do some more research?

What if we opened a smaller store?

Maybe we could open a small store to test the market.

Express doubt

Well, I don't know.

I'm not sure that's completely true.

I'm wondering if we can compete with Godiva.

Don't you think we'll lose customers to Godiva?

Remind

It's really important to (verb)

Let's not forget that (subject + verb)

Don't forget that (subject + verb)

Interrupting

Ummm... / Uhh...

But...

Express a negative opinion indirectly

I don't think it's a great location.

I don't really agree.

Use vague expressions

That's a bit expensive.

That's kind of difficult.

I see a few problems with that idea.

I don't really agree.

Use may and might

That may cost too much.

They might not pay that much money.