

Chairing a meeting

Organise

- We shall start with **the first item** on the **agenda** which is...
- We now come to the **second point** of the **agenda** which concerns...
- We shall now **proceed** to the second part of our meeting.
- **Our next point** on the agenda is....
- Right. May we now **move on to** the next item on the agenda?
- Let's have a vote. Those in favour of project 1, please **raise your hand**.
- **AOB. Any other business?**
- Thank you for your participation and collaboration everyone. The meeting is **adjourned**.
- Why don't we have a break?

Solicit

- Mr X, would you like to begin and give a presentation of your project?
- Would you like to open the discussion **and express your views?**
- Mr X, could we have your opinion? **You have the floor now.**
- Would you like to comment? Are there any comments?
- Any reactions to that? What about you, Mr Y?
- Thank you for your input.
- What are your feelings/comments/views about...? What is your opinion about ... ?
- I believe Mr X would like to intervene...

Control

- Perhaps we could go back to the previous point concerning...
- I think we **should stick to the main point**.
- That's not the point. We're here to discuss...
- We can't all speak at once.
- **Hold on** a minute! Mr Z, please go on.
- Could you be more specific on this point, please?
- **You've gone beyond your time**. We'll have to move on to the next speaker.
- We're really **running out of time**. Let's move on, shall we?
- If I've understood you correctly, you intend to Is that right ?
- **Let's sum up** what we have discussed so far.