

English for Meetings – Useful phrases and vocabulary

Starting a meeting

Welcoming participants to a meeting

It's nice to see everyone.

Thanks for being here today.

It's great to see everybody.

Hello everybody.

I'm glad you could all make it today.

It's good to see you all.

Saying who can't attend the meeting

I have apologies from Tina and Bob.

Unfortunately, Tim wasn't able to make it today.

Dieter has sent his apologies.

Ursula can't be with us today.

Peter can't make it either.

Ursula has sent her apologies.

Stating what the meeting's about

We're meeting today to talk about ...

Joachim will present an analysis of ...

Our objective today is ...

Klaus is going to give us an overview of ...

We'll be discussing ...

John will be giving us an overview of ...

Joachim will be examining ...

Introducing participants at a meeting

Before we begin, can I introduce Klaus Hahn to you all?

This is Christina, one of our consultants.

Let me introduce ...

Does everyone know Marita Norman?

Asking participants to introduce themselves

Why don't you introduce yourself to everyone?

Could you tell us all who you are and say something about

Tell us a bit about yourself.

yourself?

Giving details about yourself

I'm the business development manager.

I'm based in the Cologne office.

I've been with Burotech GmbH since 2002.

I work at our Vienna branch.

I've worked for the company for four years.

Taking part in discussions

Asking for comments

What do you think about that?

Would you like to make a point here?

What do we all think?

Does anyone want to say anything on that?

Do you want to start us off?

Would you like to comment on that?

Do you want to come in here?

Interrupting

Sorry, but ...

I'd like to make a point here if I could.

Sorry to interrupt but I feel that ...

Can I just say something about that?

Could I come in here?

Dealing with interruptions

Hold on, please.

Just a second, please. I promise we'll come right back to you.

We'll come back to you in a moment.

Asking for clarification

I'm not sure I understand what you're saying.

Are you saying that ... ?

Do you mean that ... ?

If I understand you correctly, you think that ...

Asking for opinions

What do you think?

Do you feel that ... ?

Do you agree?

What do you think about ... ?

Giving a neutral opinion

I think that ...

In my opinion ...

Why don't we ... ?

We should ...

It seems to me that ...

Giving a tentative opinion

It might be the case that ...

I tend to think that ...

Perhaps we should ...

Is it possible that ... ?

Giving a strong opinion

I'm convinced that ...

And frankly I think that ...

It's (absolutely) clear that ...

There's no doubt in my mind that ...

Strong agreement

You're completely right.

Absolutely. I think it's a fantastic idea.

I totally / completely agree.

Agreeing in a neutral way

I think you're right.

That's right.

I agree.

Tentative or partial agreement

To a certain extent I agree.

I can agree with that up to a point.

I partially agree, but ...

I think I can agree up to a point.

Yes, but ...

I support the idea up to a point.

Neutral disagreement

I disagree.

I think you might be wrong there.

I can't go along with that.

I'm afraid I can't agree with you there.

Strong disagreement

No, I think you're wrong there.

I completely disagree.

Making positive suggestions

How about if we ... ?

Couldn't we just ... ?

What about if you ... ?

Dealing with offers

Offers and conditions

If you buy more PCs, I'll offer you a good discount.

If we confirmed the job offer today, he'd be able to start work at the beginning of the month.

If we gave him more time, he would finish the project successfully.

If they gave us more time, we could look at it in more detail.

He will be able to start work on Monday if we offer him the job today.

If you place your order today, I'll give you a 13% discount.

Asking for time to consider

I'd like a couple of days to think this over.

I need some time to think about this.

Can I get back to you on that?

I need to run this by my boss.

Accepting an offer

I think we'll go for that.

That would be great.

That sounds good to me.

I'd like to take you up on that.

Rejecting an offer

Sorry. I'm not able to go ahead with this.	I don't see how I can agree to that.
Sorry, but I'm not able to go along with that.	I don't think that would be possible.
Unfortunately, I won't be able to take you up on that.	I'm afraid I can't agree.

Proposing & voting

Making a formal proposal

I propose to the board that we ...	I would like to propose that ...
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Support for a formal proposal

Would anyone like to second that?	I'll second it.
Is anyone willing to second Mr Braun's proposal?	I second that.

Putting an issue to a vote

Let's put this to a vote.	Can we have a quick show of hands?
Can we have a vote on this?	All in favour? Those against?

Saying that you don't want to take part in a vote

I abstain.

Ending a meeting

Confirming what the meeting has decided

Just to confirm, we're going to ...	We've decided that ...
Well, it seems that we are all agree that we should ...	

Saying that it's time to close a meeting

Let's wind things up here.	It's quite late and we're a bit pressed for time.
Since time's wearing on, let's wind up this discussion now.	I don't want to let this discussion run over time.
	Let's try to finish on time.

Thanking someone for a meeting

Thanks for coming in today.	Thank you for your hard work. I think we've come up with a lot of good ideas.
Thank you very much for your time.	Thank you very much for meeting with us today.

Saying your goodbyes

I look forward to seeing you (all) again soon.

I hope you have a safe journey.

Have a safe trip home.

I look forward to meeting you again soon.

I hope that you have a safe journey home.

Have a safe trip back to London.