Useful Phrases: Meetings

Starting the meeting

Good morning/afternoon, everyone.
It's nice to see everyone.
I'm glad you could all make it today.
Thanks for being here today
If we are all here, let's get started.

Saying who can't attend

I'm afraid John can't be with us today.
John has sent his apologies.
Unfortunately John wasn't able to make it today.

Stating the agenda

We are here today to discuss…
We're meeting today to talk about …
Our objective today is …
We'll be discussing …
Daniel will present an analysis of …
Peter is going to give us an overview of…

Introducing participants

Before we begin, does everyone know Alice Phillips?
This is George, one of our consultants.
Let me introduce you to…

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 yourself?

Introducing yourself

Hello, I'm/my name is Peter Jones.
I'm with *Blue Bank*.
I'm based in Berlin.
I've been with *Blue Bank* for 3 years.
I've been with *Blue Bank* since 2011.
I work in finance.
I'm a financial consultant.
I work in the Financial Department.

Opinions

Asking for opinion

What does everyone think about…?
I'd like to get your feedback on…
What are your thoughts about… ?
What are your views on… ?
Are there any other comments?
Jack, can we get your input?
Would you like to add anything, Jack?

Strong

I firmly believe that…
I'm absolutely convinced that…
I'm certain that…
I have no doubt that…
As far as I am concerned…
Frankly, I think that…

Neutral

I think/believe/feel/suppose that…
In my opinion,…
From my point of view,…
To my mind,…
I hold the view that,…

Tentative

I guess that,
It seems to me that,
I am under the impression that,
Perhaps we should,…
I tend to think that …
It might be the case that…

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Interruptions

How to interrupt

I'm sorry to interrupt but…
I hate to interrupt but…
Excuse me, but may I jump in here?
Sorry to butt in, but…
Can I add something here?

Dealing with interruptions

Let's come back to that.
Let's return to that in a minute.
We're definitely going to talk about that next.
I want to hear more. But before I lose my train of thought…
I'm sorry Frank, you were saying?

Returning to my original point

As I was saying,
Getting back to what I was saying…
Where was I?
Continuing where I left off,

Clarification

Clarifying myself

Do you see what I'm getting at?
Let me explain in more detail…
Let me put this another way…
To put it differently,…
In other words…
I'd just like to repeat that…
Have I made that clear?

Asking for clarification

What do you mean by...?
If I understood you correctly, you mean…
Could you say that again, please?
Would you elaborate on that , please?
Could you be more explicit?
Could you explain what you mean by...?
Could you give us an example?
I'm not quite sure I follow you.

Agreeing and disagreeing

Showing understanding

Ok that makes sense.
I see your point.

Partially agreeing

I agree with you to a point, but…
I understand what you are saying, however/but…

Strongly agreeing

You're completely right.
Absolutely.
I totally/completely agree.

Politely disagreeing

I'm afraid I don't agree.
Sorry, but I really can't agree to that.
I don't think that's such a good idea.
I'm not sure it's the best idea.

Strongly disagreeing

No, I think you're wrong there.
I completely disagree.

Controlling the meeting

I think we've spent enough time on this topic. Moving on…
If nobody has anything else to add, let's move on to the next item.
We're running short on time, so let's move on.
I'd like to skip item 2 and go directly to item 3.

Closing

Just to confirm, we're going to …
Thank you very much for your time.
It looks like we've covered the main items on the agenda.
That will be all for today.
If no one has anything else to add, then I think we'll wrap this up.
Our next meeting will be…

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