



RUNNING A MEETING

Welcoming participants to a meeting

- Hello, everyone. Thank you for joining today's meeting.
- If everyone is ready, let's begin.

Stating the purpose of the meeting

- We're meeting today to talk about ...
- Our objective today is ...
- Today we'll be discussing ...

Introducing the Agenda

- Have you all received a copy of the agenda?
- There are three items on the agenda. First ..., second ..., and finally ...

Agreeing on the Meeting Ground Rules

- I suggest we go round the table first. Taka, would you like to start?
- Let's make sure we finish by 11 a.m.
- There will be five minutes for each item.

Introducing the First Item on the Agenda

- So, let's start with ...
- Shall we start with ...?
- So, the first item on the agenda is ..

Closing an Item

- I think that covers the first item.
- Why don't we move on to ...?
- If nobody has anything else to add, (next item).

Next Item

- Let's move onto the next item.
- The next item on the agenda is ...

Summarising

- Before we close, let me just summarise the main points.
- To sum up, ...
- Shall I go over the main points?

Thanking Participants for Attending

- Thank you all for attending.
- Thanks for your participation.

PARTICIPATING IN A MEETING

Asking for opinions

- What do you think about ...?
- How do you feel about ...?
- Do you think (that) ...?

Giving an opinion

- I think / feel (that) ...
- I don't think / feel (that) ...
- In my opinion ...

Agreeing

- I totally agree with you.
- Exactly!
- That's (exactly) the way I feel.
- I have to agree with (name).

Disagreeing

- I'm afraid I disagree. I think ...
- I'm sorry, but I disagree. I think ...
- I understand, but ...

Making suggestions

- How / What about ...?
- Why don't we / you ...?
- Let's ...

Asking for repetition

- I'm afraid I didn't understand that. Could you repeat what you just said?
- I didn't catch that. Could you repeat that, please?
- I missed that. Could you say it again, please?

Asking for clarification

- I don't quite follow you. What exactly do you mean?
- I'm afraid I don't quite understand what you are getting at.
- I'm sorry but could we have some more details, please?

Correcting someone

- Sorry, I think you misunderstood what I said.
- Actually, that's not what I meant.