

Starting a meeting

Welcoming participants to a meeting

It's nice to see everyone.
It's great to see everybody.
I'm glad you could all make it today.
Thanks for being here today.
Hello everybody.
It's good to see you all.

Saying who can't attend the meeting

I have apologies from Tina and Bob.
Dieter has sent his apologies.
Peter can't make it either.
Unfortunately, Tim wasn't able to make it today.
Ursula can't be with us today.
Ursula has sent her apologies.



Stating what the meeting's about

We're meeting today to talk about ...
Our objective today is ...
We'll be discussing ...
Joachim will be examining ...
Joachim will present an analysis of ...
Klaus is going to give us an overview of ...
John will be giving us an overview of ...

Introducing participants at a meeting

Before we begin, can I introduce Klaus Hahn to you all?
Does everyone know Marita Norman?
This is Christina, one of our consultants.
Let me introduce ...

Asking participants to introduce themselves

Why don't you introduce yourself to everyone?
Tell us a bit about yourself.
Could you tell us all who you are and say something about yourself?

Giving details about yourself

I'm the business development manager.
I've been with Burotech GmbH since 2002.
I've worked for the company for four years.
I'm based in the Cologne office.
I work at our Vienna branch.

Taking part in discussions

Asking for comments

What do you think about that?
What do we all think?
Do you want to start us off?
Do you want to come in here?
Would you like to make a point here?
Does anyone want to say anything on that?
Would you like to comment on that?

Interrupting

Sorry, but ...
Sorry to interrupt but I feel that ...
Could I come in here?
I'd like to make a point here if I could.
Can I just say something about that?

Dealing with interruptions

Hold on, please.
We'll come back to you in a moment.
Just a second, please. I promise we'll come right back to you.

Asking for clarification

I'm not sure I understand what you're saying.
Do you mean that ...?
Are you saying that ...?
If I understand you correctly, you think that ...

Asking for opinions

What do you think?
Do you agree?
Do you feel that ...?
What do you think about ...?

Giving a neutral opinion

I think that ...
Why don't we ...?
It seems to me that ...
In my opinion ...
We should ...

Giving a tentative opinion

It might be the case that ...
Perhaps we should ...
I tend to think that ...
Is it possible that ... ?

Neutral disagreement

I disagree.
I can't go along with that.
I think you might be wrong there.
I'm afraid I can't agree with you there.



Giving a strong opinion

I'm convinced that ...
It's (absolutely) clear that ...
And frankly I think 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 partially agree, but ...
Yes, but ...
I can agree with that up to a point.
I think I can agree up to a point.
I support the idea up to a point.

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 gave him more time, he would finish the project successfully.
He will be able to start work on Monday if we offer him the job today.
If we confirmed the job offer today, he'd be able to start work at the beginning of the month.
If they gave us more time, we could look at it in more detail.
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.
Can I get back to you on that?
I need some time to think about this.
I need to run this by my boss.

Accepting an offer

I think we'll go for that.
That sounds good to me.
That would be great.
I'd like to take you up on that.

Rejecting an offer

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

Support for a formal proposal

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

Putting an issue to a vote

Let's put this to a vote.
Can we have a vote on this?

Can we have a quick show of hands?
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 ...
Well, it seems that we are all agree that we should ...
We've decided that ...

Saying that it's time to close a meeting

Let's wind things up here.
Since time's wearing on, let's wind up this discussion now.
It's quite late and we're a bit pressed for time.
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 very much for your time.
Thank you for your hard work. I think we've come up with a lot of good ideas.
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.

Cornelsen Corporate Solutions ist der Firmenkundenservice des Cornelsen Verlags und bietet maßgeschneiderte Sprachlernlösungen für Unternehmen und Weiterbildungseinrichtungen an. Informationen zu Produkten und Dienstleistungen finden Sie unter

www.cornelsen.de/corporate-solutions

Email: corporate-solutions@cornelsen.de

Telefon: 0800 36 38 376

Wir freuen uns auf Sie!

Entnommen aus dem Onlinekurs *English for Meetings*, Cornelsen Corporate Solutions, 2006
Bildquelle: Getty Images (RF)