

Meetings - Useful Phrases and Vocabulary

ARRANGING A MEETING

Asking for a meeting

Could we schedule a time to meet next week?

I'd like to schedule a meeting as soon as possible.

Could I suggest that we meet?

Can we meet and go over these details together?

Do you have time to meet next week?

I was wondering if you might have time to meet on Thursday.

Suggesting a Meeting Time

How about Monday at nine?

How would Wednesday at four o' clock be for you?

How about sometime after lunch?

Could we meet next week?

Would it be possible for us to meet on Friday afternoon next week?

Would half past five suit you?

Saying that you aren't able to attend

Sorry, I can't make it then.

I'm afraid I have another appointment at that time.

I'm afraid I have another appointment then.

I'm a bit tied up then. How about another time?

Saying that you can attend

Sounds good!

Yes, that works for me.

Yes, that would be fine.

Yes, I can manage that.

Confirming the day and time

See you on Monday at seven.

So, I look forward to seeing you on Tuesday at four.

So that's Tuesday at 3 p.m. in your office.

Agreeing the length of a meeting

Should we plan for the whole afternoon?

Let's leave the timing of the meeting open for now.

How long should we plan on meeting for?

The meeting should take about an hour and a half.

Saying that you're looking forward to seeing someone

It'll be nice to see you then.

I'm looking forward to it.

I look forward to meeting you then.

Saying sorry and rescheduling a meeting

I'm calling about our meeting next week.

I'm terribly sorry.

I'm afraid I have to ask you if we can reschedule our meeting next week.

I'm afraid something has come up.

Sorry to inconvenience you.

Could we postpone the meeting until Wednesday at the same time?

Would you be able to meet on Tuesday instead?

Would it be possible to meet a bit later/earlier?

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

Derek has sent his apologies.

Peter can't make it either.

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

Laura can't be with us today.

Laura 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...

Jim will be examining...

Jeremy will present an analysis of...

Chris 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 Chris Hall to you all?

Does everyone know Marry 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 PLC since 2002.
I've worked for the company for four years.
I'm based in the Madrid office.
I work at our Cambridge branch.

DISCUSSING FACTS

Reporting progress

Our customer base increased in size last year.
Our sales have increased during the current quarter.
Overall our sales performed well in the last quarter.
The telecoms production team performed extremely well.
The telecom sector's sales were really good.
Sales performed very poorly here.
The guys on the finance team performed satisfactorily, as ever.

Structuring a progress report

Here's a quick overview of the situation.
Let's look first at ...
Let's turn now to ...
I'll move on now to ...
What about ...?

Explaining consequences

This was due to ...
I think this was as a result of ...
He performed poorly, the reason being...
Our sales performed satisfactorily because of...

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...?

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.

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.

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.

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.
13% discount (missing space).

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 AND 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 Brown'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 agreed 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.

USEFUL PHRASES

Asking for and checking information

Can I check something?
Can you explain that in more detail?
Do you mean that...?
Let me check I understand correctly.
I'm not sure I understand.
Sorry, I don't follow you.
Can you give me an example?
So are you saying...?
Right, I see.

Agreeing and disagreeing

Personally, I think we should...
I (completely) agree with you.
I agree up to a point.
Sorry but I disagree/ can't agree.
To be honest, I'm not convinced.

Empathizing

I take your point...
I know what you're saying...
I realize it isn't easy for you...
I understand your concerns...
I see where you're coming from but...

Making suggestions

Perhaps we could/ should...
So why don't we...?
How about ...? /what about...?
Have you thought about...?
Have you considered...?
What if we/you...?
Let's...
I suggest...
If I were you, I'd...

Starting the meeting

Good morning.
Thank you for coming/for being here on time.
Let's get started.
(Jim) has sent his apologies for being absent.
The aim/ purpose of this meeting is to

Referring to the agenda and timing

Has everyone got a copy of the agenda?
Can I draw your attention to item one of the agenda?
There is one change to the agenda.

I plan to end at/ take a break at...

I'd like to spend a little time on ...

Moving through the agenda

So, item one is...

Let's go on to the next item.

Moving on to item three.

Can you fill us in on this next point?

We're running out of time, so let's move on.

I think that's enough on item one.

Encouraging comments

Would anyone like to / does anyone want to comment on this?

What does everyone think about that?

Any thoughts about that?

You look as if you have a question.

Are there any further questions / issues?

Summarizing and ending

Let's stop there, shall we?

I'd just like to summarize what we have discussed.

To sum up what we've agreed so far.

Is there any other business?

Our next meeting is on...

Asking about progress

How are things going?

What's happening in your department this week?

How is everything in your department?

What's the current situation with...?

Is that everything?

Discussing projects and schedules

We're currently in discussion with/meeting/talking to...

The project is under budget/within budget/ahead of schedule/on schedule/back on track.

The project is behind schedule/over budget/in trouble.

We've hit a problem/missed the deadline.

Clarifying problems

What (exactly) is the problem?

What do you mean (exactly)?

Are you saying that...?

So is the problem that...?

Can you give me an example?

Can you expand upon that last point?

Offering help

I'll do it. / I can do it if that helps.

Shall I do it?
Would you be able to ...?
I need someone ... for me?
Could anyone/ is anyone free to ...?

Summarizing the action to be taken

To recap / To sum up...
I'm going to .../ We're going to.../He's going to...
We've also agreed that...

Starting the conversation

Is this seat free?
I don't think we've met. I'm ...
How are you finding the trade fair/ the conference, etc.?

Introducing yourself

I'm ... nice to meet you.
Nice to meet you too.
Here's my card
I'm in charge of.../ responsible for.../ deal with...
I'm in IT...
I work as an IT consultant...
I'm with/ I work for an IT company...
We specialize in .../ produce.../ develop.../ manufacture.../ design...

Making conversation

Why are you at ...? What brings you to ...?
Tell me more about...
What do you think about...?
I imagine that...
What about you?

Showing interest

Really? How interesting.
Right. / I see. / I can imagine.
Do you? / Are you? / does it? / Is it?
That's interesting / fascinating/ amazing.
Sounds fascinating.

Introducing others

Do you know Sabine?
Have you met Sabine?
I think you should meet...
Would you like to meet her?
Matt, meet Sabine.
Matt, this is...
Let me introduce you to ...
He/ she's in charge of...
I was just telling Sabine about...

Leaving the conversation

Sorry, I have to go...
It was really interesting talking to / meeting you.
It was good to meet you.
It was nice meeting you.
Maybe we can meet again later.
Would you like to meet up again later?
Let's keep in touch.....

For the interviewer

Talking about personal qualities and past experience
I get on well with people/ like a challenge.
I've been told that that I'm quite good at...
I like to think that I'm quite creative.
I'm a fast learner/ a team player/ a hard worker.
I have quite a lot of experience in ...
For example, in my last job I was responsible for...

Questions for interviewer

Would I receive any training for this job?
What would a typical day be like for someone in this position?
What would be my main duties?
Will I be working on my own or as part of a team?
Does the post require any travel or time away?
Is there a probationary period?
When are you looking for someone to start?

Getting connected

Hello? Is anyone there?
Hi ... this is....
How are you?
..... is here with me
We're still waiting for
He is calling from

Dealing with technical problems

Can you hear me?
He's gone. / We've lost him. / He's been cut off.
The line is bad. / There's an echo. / You're breaking up.
You're very faint. / can you speak up? /
Can you slow down a bit?
That's better. / It's fine now. /
We can hear you now.

Leading the teleconference

Let's start. / Let's begin.
Did you all receive the agenda?
The first item is...
Let's end there. / I'll let you all go now.

Managing who speaks

Can you speak first Sabine, and then David?
Over to you David. / Go ahead Sanjit.
Would you like to respond to that Peter?
Sanjit, what's your view?
Sabine, is there anything you'd like to add?
Matt, was there anything else you wanted to say?

Outlining what you are going to say

I'd like to discuss...
I'm going to talk about/ highlight / outline...
I want to summarize...
I'd like to ask a question...

Introducing an issue

There's one issue we need to discuss.
We'd like to discuss something.
We have a problem with... (The price/terms/ your offer/ your invoice, etc.)
There's an issue about... that I'd like to raise with you.

Understanding the other person's position and explaining your own

What are your main concerns?
What's your position / view on ...?
Would you be willing to ...?
My main concern is ...
My position is this...
I think we may be able to resolve this.
Let's see if we can work this out.
Does that sound fair? / Is that reasonable?
Is that right? / **Is** that correct?

Bargaining and making offers: What I propose is this. First...

I can offer you...
... And maybe you could offer me...
In return, would you agree to ...?
What if I offered you... / to ...?

Accepting (with and without conditions)

I think that would be OK.
I think we could agree to that.
That would be fine.
Ok, that's a deal!
That's OK but I'd also need ...

Rejecting (with and without conditions)

I'm sorry but we can't agree to that.
Sorry, that isn't possible.
I'm afraid I can't accept that.

I can't agree to that but I could...
That would be difficult but I might agree to ...

Encouraging self-evaluation

How well do you think you've done this year?
What do you feel are your main strengths?
Do you feel that you are weak in any area?
Can you identify any areas that need improvement?
Do you have any views on how you might deal with this?
How would you score yourself overall?

Setting objectives

Shall we set that as one off your objectives?
Is that an objective we can set for next year?
How would you like to define that objective?
What date could we set as the deadline for that?
When would that be completed by?

Giving positive feedback

Well done. / You've done well.
You've demonstrated the ability to work with other people.
You've made a real difference to / impact on the department.
Overall, **your** progress has been good this year.
There's plenty to be positive about.

Giving improvement feedback

We've identified two key areas to improve.
We've both agreed you're going to address the issue of ...
You could work on/ develop your... skills
You need to show greater interest in ...
You'd benefit from some training in ...