

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 this together?
 Perhaps we could meet and go over the 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?
 Can I suggest 7.30 on Thursday evening?
 Could we schedule a time to meet 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?

INTRODUCTIONS AND SMALL TALK

Introducing yourself

Hello. My name's ...
 Hi everyone. My name's ...
 Hello, I'm ...
 Pleased to meet you.
 Nice to meet you.
 How do you do? I'm ...

Making introductions

Ms Lai, do you know Mr Weimann?
 Chris, have you met Fiona yet?
 Mr Saramago, I'd like you to meet Ms Copeland.
 Delphine, this is Eric. Eric, Delphine.

Asking someone to use your first name

Please, call me Chris.
 By the way, it's Frances.
 And you can call me ...
 And I'm ...

Asking how someone is

How are you?
 How are you doing?
 How are things going?
 How's business?

Making small talk

Which hotel are you staying at?
 How long have you worked for your company?
 Did you come here by plane?
 Which airport did you fly into?
 Is this the first time you've come here for a meeting?
 Are you a colleague of ...?
 Do you know my colleague, ...?
 Is this your first visit to (country/town)?

Showing interest in what someone is saying

Right.
Oh, really?
Interesting.
That's absolutely fascinating!
I see.

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 Mary 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.

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.

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.
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 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 VERBS (in context)

		Translation
to abstain	Six people voted in favour, two against, and one abstained .	_____
to attend	I attended a meeting with the HR managers on Friday.	_____
to be about sth	As you all know, this meeting is about the changes in our department.	_____
to be in favour of sth	Raj, are you in favour of the proposal?	_____
to call a meeting	Shall we call a team meeting to discuss the new regulations?	_____
to clarify	I'm afraid I don't quite understand. Could you please clarify that?	_____
to conclude	So, that concludes our meeting for today.	_____
to deal with sth	Could we possibly deal with that point at the end of the meeting?	_____
to discuss sth	I'd like to call a meeting to discuss our new marketing strategy.	_____
to distribute sth to sb	Could you distribute a copy of the minutes to everyone in the team?	_____
to encourage sb	I'd like to encourage everybody to participate in the discussion.	_____
to fix a time	Let's fix a time for our next meeting.	_____
to follow up on sth	Shall we follow up on some of the points from our last meeting?	_____
to get the ball rolling	So, who would like to get the ball rolling ?	_____
to hold a meeting	Shall we hold the meeting in Mike's office?	_____
to interrupt sth/sb	Sorry to interrupt you, but I have an important question.	_____
to make a point	I think Andrea just made a very good point . We really do need to improve efficiency.	_____
to make it	Sorry, Gary. I can't make it this week. Can we meet some other time?	_____
to outline sth	I'd like to outline the main points of my argument.	_____
to postpone sth	I suggest we postpone our decision until we get the full report from sales.	_____
to prepare for sth	We're busy preparing for the meeting with our partners next month.	_____
to reach a decision	Have we reached a decision then, or does anybody disagree?	_____
to review sth	I think we should review our sales policy during the next meeting.	_____
to schedule sth	Could we schedule another meeting for next week? Is that OK with everyone?	_____
to speak up	If you have any questions, please speak up now. This is our last chance for discussion.	_____
to stick to sth	Good point, but can we stick to the agenda and discuss that under AOB?	_____
to suit sb	What time would suit everyone?	_____
to take the opportunity to do sth	I'd like to take this opportunity to thank Jan for all his hard work.	_____
to turn to sth	Now let's turn to our sales figures.	_____
to wrap (sth) up	Does anyone have any other points? No? OK, then let's wrap things up for today.	_____