

WEEK 2 – IC2 Class: Business Meeting Phrases – Starters, Replies, Enders - January 2016 (Set 1)

In today's lesson, you will learn **12 key business phrases** will help you improve your business communication skills at work. The business phrases listed below cover basic sentence starters, replies, reporting phrases, hypothetical statements, and conversation enders. They can be used during meetings and while talking to a coworkers.



Example Dialogue

Meeting between a supervisor and a sales employee.

Supervisor: The key thing we need to remember is that we need to generate revenue in FY14.

Sales employee: I completely agree.

Supervisor: Speaking of revenue, how did the presentation at ABC Corporation go?

Sales employee: Great! It couldn't have gone any better.

Supervisor: That's good to hear because assuming ABC Corporation signs the contract, we will be in a good position for FY14.

Sales employee: Absolutely.

Supervisor: I have to get to a meeting. We'll follow up with this once we've finalized the contract.

SENTENCE STARTERS

Sometimes it can be difficult to know how to begin a sentence in a work setting. Try using these phrases to help you get started.

- **1. The key thing is...**
- **2. We need to get...**
- **3. Look,...**
- **Ex. Look,....if we/ you....**
- **4. One thing we're really going to have to do is...**
- **→ One thing we're really gonna have to do is...**
- **5. Here's the way I see it.**

Examples:

- **1. The key thing is** we have to decrease our costs.
- **2. We need to get** a new business partner.
- **3. Look, if we** do that, it might be risky.
- **4. One thing we're really going to have to do is** streamline our project.
- **5. Here's the way I see it. We need to** ask everyone to work faster.

More Phrases

- **6. I just want to point out...**
- **7. Honestly...**
- **8. The bottom line, realistically, is...**
- **9. I'd like to begin by saying...**

Examples:

- **6. I just want to point out that** our sales have increased 10 percent this year.
- **7. Honestly,** we need more time.
- **8. The bottom line, realistically, is** this product is not selling well.
- **9. I'd like to begin by saying** I appreciate your comments.

More Phrases

- **10. It is my opinion that...**
- **11. I have noticed that...**
- **12. Here's my take on this.**

Examples:

- **10. *It is my opinion that this product will be a hit in Japan.***
- **11. *I have noticed that our communication between sections has improved.***
- **12. *Here's my take on this. We need to get everyone on the same page to be successful.***

Homework:

- **Directions:**
 - 1. Try to think of your job, work, or project..
 - 2. Then, using today's Key phrases, make 12 original sentences.
 - 3. Printout your homework.
 - 4. Bring your homework to class next week.
 - 5 Good luck!
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