

# Business Meeting Phrases January 2016 – Term 3

## 12 Useful Categories for Business Meetings

### 1 - Opening The Meeting

- ✓ 1) Thank you for coming today.
- ✓ 2) It's 10 o'clock. Let's start.
- ✓ 3) Shall we begin?
- ✓ 4) I think everyone is here. So, let's begin.
- ✓ 5) Thank you for taking time out of your schedule to be here today.
- ✓ 6) Let's get started.

### 2 - Introducing the Agenda

- ✓ 1) This is our agenda for today.
- ✓ 2) Here is today's agenda.
- ✓ 3) On the agenda, you'll see there are several items.
- ✓ 4) These are the points that we would like to discuss today.
- ✓ 5) Here are the points that we plan to cover in our meeting today.
- ✓ 6) As you can see, this is our agenda for today.

### 3 – Talking about the Agenda

First, we'll Then, we'll After that, we'll Next, we'll	<ul style="list-style-type: none"><li>• discuss</li><li>• talk about</li><li>• take a look at</li><li>• go over</li><li>• review</li><li>• hear from</li><li>• get an update on</li></ul>
Finally, we'll	<ul style="list-style-type: none"><li>• wrap up with</li><li>• finish with</li><li>• end with</li><li>• have time for</li></ul>

## 4 - Stating Objectives

- ✔ **1) We here today to.....**
- ✔ *We're here today to hear about the plans for our new product.*
- ✔ **2) Our objective for today is.....**
- ✔ *Our objective for today is to discuss the budget for next year.*
- ✔ **3) What we want to do today is....**
- ✔ *What we want to do today is to reach a decision on the launch date for our new product.*

## 5 - Introducing the Points of Discussion

- ✔ **1) The background of .... is....**
- ✔ *The background of the problem is....*
- ✔ **2) The main issue is....**
- ✔ *The main issue is we need to change our strategy.*
- ✔ **3) The point we have to understand is...**
- ✔ *The point we have to understand is the market has changed a lot since last year.*

## 6 – Calling on a Speaker

- ✔ 1) I'd like to ask John to tell us about....
- ✔ 2) Can we hear from Mr. Ide on this?
- ✔ 3) Mr. Sato, could you give us an update?
- ✔ 4) Mr. Ide, could you give us more information on this issue?
- ✔ 5) Now we will hear from Mr. Park regarding this issue.

## **7 – Controlling the Meeting**

- ✔ 1) Sorry, Mr. Ide. Please let Mr. Park finish.
- ✔ 2) Thank you John, but Mr. Smith has the floor.
- ✔ 3) Sam, you can comment after Tom finishes.
- ✔ 4) We can talk about that at another time.
- ✔ 5) Uh...John, we can't talk about that right now.
- ✔ 6) Tim, now is not a good time to discuss that point.

## **8 - Clarifying**

- ✔ 1) So, what you're saying is.....Is that correct?
- ✔ 2) Do you mean.....?
- ✔ 3) Let me see if I understand. What you're saying is.....Is that right?
- ✔ 4) Let me see if I'm following you. You're saying....
- ✔ 5) So you're main point is....Is that correct?

## **9 – Moving on to the next point on the agenda**

- ✔ 1) I think we should move onto the next point.
- ✔ 2) Okay, let's discuss our next point.
- ✔ 3) I think this is a good time to move onto the next point on the agenda.
- ✔ 4) Let's move on to our next point.
- ✔ 5) If everyone agrees, I think we should move onto our next point on the agenda.

## **10 – Taking a Break**

- ✔ 1) Let's take a 15 minute break.
- ✔ 2) I think this is a good time for a break.
- ✔ 3) I think we need to take a break.
- ✔ 4) Let's take a break and resume our meeting again at 1 pm.
- ✔ 5) Why don't we take a break?
- ✔ 6) Let's continue our meeting after we take a 15 minute break.

## 11 – Summarizing the Meeting

- ✔ 1) Let's summarize our meeting.
  - First,
  - Second.....
- ✔ 2) To summarize our meeting,.....
  - First.....Second.....
- ✔ 3) Now let's summarize today's meeting.
  - First....second.....

## 12 – Closing the Meeting

- ✔ 1) Well, I think we've covered everything.
- ✔ 2) That's all for today. Let's continue our discussion at the next meeting.
- ✔ 3) Well, I think we can close the meeting now.
- ✔ 4) That's it. The next meeting will be....
- ✔  
+  
Thank you all again for coming today.