

Basic Meeting Simulation Phrases - November 2015

Phrases for meeting leader:

1. **Opening:** Good morning and thank you all for coming today.
2. The purpose of today's meeting is "we are going to give our individual updates regarding our current situation."
3. So, let's get started.
4. Ide-san, please "start us off" and give us your update.
5. Thank you, Ide-san..... Next, Ono-san, please give us your update.
6. **Ending:** Well, that "should do it for today's meeting." Thank you all again for coming today.

Note:

Idiom #1: "start us off" means please begin for us.

Idiom #2: "that should do it for today's meeting" means that's all for today's meeting.

Phrases for meeting participant:

Step 1: Starting Phrase

Let me give you my update.

Step 2: Give your 5 points of information

For starters, (Report point #1)

In addition,(Report point #2)

To add to that,(Report point #3)

Furthermore,(Report point #4)

Finally,(Report point #5)

Step 3: Ending Phrase

That's all from me.