

Business Meeting Course Expressions:

Asking for clarification

- Could you repeat that?
- Could you say that again?
- I'm sorry, I didn't catch that.
- What do you mean by (statement)?
- Do you mean that (statement)?
- Hello, I don't think we've met. My name is (name).
- Hi, you are from the (company/department), aren't you?.
- How is (something in the surrounding-could be food/beverages, weather, etc.)?.
- I really like your (item/style, etc)?
- Amazing weather today, isn't it?

Stating your name/position/experience

- Hello, I'm/my name is (name) and I'm (position) for (company).
- It's nice to meet you. I'm (name) from (company).
- I've been with (company) for (length of time).
- I've been working as a (position) since (point in time).
- I've been (position) for the past (length of time).

Showing interest

- Really?
- Uh huh...
- That's amazing.
- Oh wow.
- I see.
- That's very interesting.

Stating your tasks and responsibilities

- I'm responsible for (verb + ing) (area of responsibility).
- I'm in charge of (department/project).
- My job is (to do)/(verb + ing) (responsibility).
- I specialize in (products/services).

Ending small talk

- I have to get back to work, but it was nice talking to you.
- I would love to talk more, but I have a meeting to attend in few minutes.
- It was great meeting you. I hope we can continue our conversation later.
- I need to step away for a bit, but I really enjoyed our conversation.
- It was nice speaking to you. Maybe we can meet up later.

Making a positive closing statement.

- It is nice to meet you.
- I'm looking forward to working with you.
- I'm excited to work with you.
- I'm happy/excited to be here.

Greeting

- Hello and thank you all for coming.
- How is everyone doing today?
- Good morning/afternoon. I'd like to begin by thanking everyone for attending today's meeting.

Initiating small talk

Stating the meeting agenda

- We are here to discuss/plan/go over/solve/talk about _____
- Our meeting agenda for today is _____
- I have called this meeting to discuss/plan/go over/solve/talk about _____

Outlining the meeting items

- There are _____ items to discuss today.
- We will discuss _____ items today.
- First, we will talk about _____. Second, we will discuss _____. Finally we will finish up by discussing _____.

Asking for ideas/suggestions

- Does anyone have a suggestion?
- What do you think we need to do?
- What should we do?

Giving ideas/suggestions

- I suggest/recommend + (verb + -ing) or (object) or (subject verb object)
- How about/What about + (verb + -ing) or (object) or (subject verb object)
- We need to/have to + (verb)

Providing reason(s) using conditional statements

- If we do (action), we will (outcome). - realistic situation
- If we did (action), we would/could (outcome). - hypothetical situation

Asking for more details

- Can you tell me more about that?
- Let's discuss that in more details.
- Why don't we explore that option more?

Comparing pros and cons

- The pro is _____, but the con is _____.
- It has some good points like _____, but it also has some bad points.
- The advantage/disadvantage is _____, but it has some flaws/benefits.

Making a decision

- Let's go with option A.
- I/We will choose/do/implement option A.
- It would be best to (option/action).

Setting up a follow up meeting

- Let's have a follow up meeting on (date) at (time).
- We will have our next meeting on (date) at (time).
- Why don't we meet again on (date) at (time)?

Summarizing key points

- I would like to go over what we discussed today.
- Let's go over some key points we discussed today.
- Before we end the meeting, I want to go over some important issues we covered today.

Closing statement

- If there are no questions, let's end the meeting.
- Great job everyone. Let's get back to work.
- Thank you for attending today's meeting.