

Starting the Meeting (and Useful Phrases you May Hear at the Beginning)	Asking for Suggestions and Contributions	Making Suggestions and Contributions	Agreeing and Disagreeing
<p><i>Good morning everyone and thanks for attending.</i></p> <p><i>Let's get started.</i></p> <p><i>Can you hear/see me...? (Skype / video conferencing)</i></p> <p><i>Now, as you all know...</i></p> <p><i>That's one of the issues we're going to discuss...</i></p> <p><i>Does everyone have a copy of the agenda?</i></p>	<p><i>What can we do about this?</i></p> <p><i>Any ideas?</i></p> <p><i>What do you suggest we do...?</i></p> <p><i>Could you give us an update on...?</i></p> <p><i>Could you explain/could you clarify...?</i></p> <p><i>So, do you think...?</i></p> <p><i>Could you tell us...?</i></p> <p><i>Could someone fill me in...?</i></p>	<p><i>What about teleworking?</i></p> <p><i>How about introducing flexi-time?</i></p> <p><i>Perhaps you can take care of that?</i></p> <p><i>Would you mind looking at better ways of...?</i></p> <p><i>Why don't you do a needs analysis...?</i></p> <p><i>Shall we meet again in two week's time?</i></p>	<p><i>I totally agree with...</i></p> <p><i>You have a point there.</i></p> <p><i>I agree with...</i></p> <p><i>Absolutely!</i></p> <p><i>Definitely!</i></p> <p><i>That's right.</i></p> <p><i>Ok.</i></p> <p><i>So we all agree?</i></p> <p><i>What you're saying is all very well, but...</i></p> <p><i>I see your point..., but...</i></p> <p><i>Yes... but...</i></p> <p><i>I wouldn't say...</i></p>
Interrupting	Moving On	Summing Up	Closing the Meeting
<p><i>Sorry to interrupt.</i></p> <p><i>Can I come in there?</i></p> <p><i>Can I just say something please?</i></p> <p><i>Could I just add...?</i></p>	<p><i>Now, we also need to talk about...</i></p> <p><i>Let's move on.</i></p> <p><i>Moving on...</i></p>	<p><i>Summing Up...</i></p> <p><i>To sum up...</i></p> <p><i>To conclude...</i></p> <p><i>In conclusion...</i></p>	<p><i>That covers everything...</i></p> <p><i>Let's call it a day.</i></p> <p><i>Thank you for attending.</i></p>