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Business Meeting Expressions:

1. 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)?

2. 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.

3. 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 _____

4. 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_____.

5. Asking for ideas/suggestions

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

6. 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)

7. Agreeing and disagreeing

- I agree.
- I think that is a great idea.
- I think that could work.

*If you disagree with someone's idea or opinion, it's important to be polite.

- I agree with you on some parts, but...
- I get what you are saying, but...
- You make a good point, but...

8. 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?

9. 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.

* You could start by stating the cons before stating the pros.

10. Making a decision

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

11. 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)?

2. 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.

3. 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.