

THE LANGUAGE OF MEETINGS

CLARIFYING to check if someone understands what you have said	<ul style="list-style-type: none">• Does that make sense (to you)?• Do you know what I mean?• Are you with me so far?• You know/see?• Right?
CLARIFYING to check what someone has said	<ul style="list-style-type: none">• Excuse me/Sorry, did you say..?• Do you mean...?• If I understand you right, you are saying that..?• So what you are saying is..?• I'm afraid I didn't quite get your last point. Could you go over it again please?
INTERRUPTING	<ul style="list-style-type: none">• If I may interrupt you for a moment, I'd like to...• Could I come in at this point?• If I could just say a word about...• I'd like to add something here, if I may?• Could I say something about..?
STATUS REPORT	<ul style="list-style-type: none">• I'm done with...• I've completed the task about...• Right now I am working on...• ...that's my main focus for today.• Another thing I want to talk about is...• I'm on track to finish/get/...• I'm blocked by...• I'm not blocked by anything.• That's all I had.