**Expressions Used in Business Meetings**

| **Introduce speakers:**  (Give name; where s/he’s been working, for how long, position/title; reason why s/he is here; closing)  Example 1 “I’d like you to please welcome Jack Lee to our meeting” “Jack has been working…” “I’ve asked him to be here …..; I know we will all benefit from his expertise”  Example 2  “Let me begin by introducing a new member to our fundraising committee. This is xxx.”  “Wendy has been working (describe her experience; where she had worked…)”. “We are very fortunate to have her on our team.” |
| --- |
| **Introduce yourself:** (name; experience; expertise; closing)  My name is…  I have been working in (work experience - sector; for how long)  My expertise is in…  I am happy to be here / so glad to be a part of this group / I hope to learn from you / It’s a great learning experience for me / I look forward to working with all of you |
| **Start the meeting:**  Thank you for taking time out of your busy schedules to be here.  Let’s get right to it. |
| **Present the objective of the meeting:**  I have called this meeting to discuss….  Let me go over quickly the agenda. First, xxx. Then, xxx. And finally, xxx… |
| **Invite participants to speak:**  Would anyone like to comment…  Jim, do you have a comment on xxx?  Xxx, do you want to add to….  Before we move on, does anyone have anything to add to this discussion? |
| **Asking others for their opinions:**  What do you think?  Which do you think is better, xxx or xxx?  How do you feel about …?  Is everyone ok with that? |
| **Keep the discussion on track; re-direct the discussion:**  (Acknowledge point; suggest alternative; re-state meeting’s objective)  Thanks for that. Perhaps we can talk about xxx at another meeting. Today’s meeting is about (restating the purpose)… |
| **Giving opinions:**  I prefer  In my opinion |
| **Making suggestions:**  How about xxx?  Why don’t I…? |
| **Agreeing/disagreeing/commenting on the opinions of others:**  I totally agree… (give explanations)  I agree with  I think we should go with…  I will just go along with everyone (no preference)  I quite like the idea of hav**ing**…  I am not big on…/ I am not a big fan of… |
| **Invite other people into the discussion:**  What do you think about that idea, (name of another participant)?  Do you have anything you would like to add, (name of another participant)?  Would anyone else like to add to this discussion?  Perhaps someone else has something they’d like to say about this issue. |
| **Interrupt politely:** (apologize; ask for permission)  Sorry to interrupt/Pardon me/excuse me for interrupting  Could I add something here? |
| **Summarize the meeting outcomes:**  I think we have managed to cover all the points on the agenda…  We have even come to an agreement/consensus  So, in the next few days I will…  Let me just go over the decisions we’ve made  To recap what was agreed on  Let me summarize what we’ve agreed on  Just to summarize  Here are the main points of our discussion |
| **Close the meeting:**  Thanks everyone. That’s all for today.  I think we can end here  I think we’ve covered everything  So, let’s conclude this meeting |

**Class Activity: In a few weeks you will be celebrating your ELT graduation. You are on the committee to organize the 3-hour event. The total budget is $100 and there will be about 30 people in attendance.**

**AGENDA**

**ELT Graduation Planning Committee**

1. Welcome
2. Food
3. Music
4. Classroom decorations
5. Activities
6. Clean-up
7. Other business

If you are the meeting **facilitator**, you should do the following:

* Open the meeting and review purpose/agenda of the meeting
* Ask everyone to introduce themselves as this is your first meeting
* Make sure everyone has a turn to speak
* Ask participants for opinions when necessary
* Prevent anyone from dominating the discussion
* Assign a task to anyone who has not volunteered to do something
* Summarize the decisions
* Close the meeting properly

If you are a **participant**, you should do the following:

* Introduce yourself to the committee
* Give your opinion about what is being discussed or offer an alternative suggestion
* Agree or disagree with other’s opinions or suggestions
* Interrupt, if needed, at an appropriate time