

50 phrases clés pour réussir une réunion de travail en anglais

1. Pour démarrer la réunion :

- Let's get started.
- Shall we begin?
- Thank you all for coming.
- Let's begin with today's agenda.
- I'd like to welcome everyone.

2. Donner son avis :

- In my opinion...
- I believe that...
- From my point of view...
- As far as I'm concerned...
- I think we should...

3. Être d'accord / pas d'accord :

- I agree with you.
- That's a great point.
- I'm afraid I disagree.
- I see things differently.
- You might be right, but...

4. Proposer / reformuler :

- May I suggest...
- What if we tried...
- Let me rephrase that.
- Another way to look at this is...

- I'd like to propose...

5. Passer à un autre sujet :

- Let's move on.
- Shall we continue?
- Let's go to the next item.
- Moving forward...
- Now, let's look at...

6. Conclure la réunion :

- To sum up...
- Let's wrap this up.
- Thank you all for your contributions.
- We'll follow up by email.
- That's all for today.