**Intro Phrases**

Use introductory phrases before your message to catch people’s attention, so they are listening before you emit your main point.

This will also let listeners adjust their hearing to your speed, pronunciation and tone of voice.

Therefore, they’ll already be used to your phonemes when you display the main idea.

1. I’d like to remind you that
2. From my point of view
3. Let me tell you that
4. Apparently
5. In my opinion
6. I believe that
7. It seems that
8. It appears that
9. In fact
10. It sounds as if
11. Evidently
12. Seemingly
13. At first sight
14. On the face of it
15. As a matter of fact
16. Essentially
17. I’m sure that
18. Today I’d like to say that
19. According to what I know

**Topic change clues**

1. By the way, now we can talk about
2. I’d like to move onto
3. Could we now deal with?
4. Incidentally, may I mention that?
5. I believe this is the right time to
6. It has just crossed my mind to
7. To bring up another subject
8. An alternative point to consider
9. Changing subjects, I want to
10. While we are on the subject
11. Before I forget
12. On quite another matter

**Interrupting**

1. Sorry
2. Actually
3. Excuse me
4. May I have a word?
5. Can I make a comment?
6. May I come in here?
7. May I interrupt?
8. Could I say something?
9. Sorry, that’s not right.
10. What are you trying to say?
11. What are you getting at?
12. You’re wrong.
13. Please listen to me.
14. Can you let me speak?
15. Won’t you let me give an opinion?
16. Will you shut up for a minute, please?

**Giving opinions**

1. I feel that
2. In my opinion
3. The way I see things

**Asking for opinions**

1. Heather, can we get your input?
2. How do you feel about?
3. What’s your opinion, Ram?

**Commenting on other opinions**

1. I never thought about it that way before
2. I get your idea
3. I see what you mean

**Agreeing with other opinions**

1. Exactly!
2. That’s just how I feel
3. I have to agree with Ram

**Disagreeing with other opinions**

1. Up to a point I agree with you, but
2. I’m afraid I can’t see it that way
3. I don’t think so
4. I’ve got another point of view

**Advising and suggesting**

1. We ought to
2. Why don’t you?
3. How about
4. I suggest we

**Clarifying**

1. Have I made that clear?
2. Do you see what I’m getting at?
3. Let me put this another way
4. I’d just like to repeat that

**Requesting information**

1. I’d like you to
2. Would you mind?
3. I wonder if you could

**Connecting cause and consequence**

1. This means that…
2. It implies that…
3. A result in B.
4. The measure will cause…

**Contrasting**

1. Although a seems fine, Ram is better because…
2. In spite of the evidence, I’d like to add that….
3. We could opt for Ram. On the other hand…
4. I like your idea. Nevertheless, I prefer

**Asking for repetition**

1. Sorry, I didn’t catch that
2. I missed that. Could you repeat it, please?
3. Could you run that by me again?

**Asking for clarification**

1. I don’t quite understand
2. Could you explain to me how that is going to work?
3. I don’t see what you mean
4. May we have some more details, please?

**Stating purpose**

1. I’m here today to …
2. What I’d like to do is…
3. My objective is to …
4. My aim now is to…

**Asking for verification**

1. Do you mean that?
2. Is it true that?
3. Are you sure about this?
4. Are you one hundred percent positive?

**Asking for spelling**

1. Would you mind spelling that for me, please?
2. Could you spell it, please?
3. Sorry, how do you spell it?
4. Is that double M double S?

**Asking for contributions from other participants**

1. What do you think about this proposal?
2. Would you like to add anything, Cynthia?
3. Has anyone else got anything to contribute?
4. Are there any more comments?

**Describing graphs**

1. I’d like you to see this graph…
2. Please observe this matrix.
3. Have a look at this model.
4. Let me show you a chart.

**Correcting information**

1. Sorry, that might not be quite right
2. I’m afraid you don’t understand
3. What I’m saying
4. That’s not what I had in mind
5. This is different to what I meant

**Keeping the meeting on track**

1. Well, that’s another subject
2. Altogether
3. I’m afraid we can’t discuss that issue today
4. That’s outside the scope of this meeting
5. Let’s get back on track

**Finishing the meeting**

1. Well, that seems to be all the time we have today
2. Could we make a decision right away?
3. We’ll have to leave that for now
4. Time to finish!

**Interruptions**

1. Interrupting
   1. Sorry – I didn’t catch that last word.
   2. Do you think…..?
   3. Can I just stop you for a second?
   4. Sorry …. I interrupted you. You were saying…..
   5. Can I just say something?
   6. Sorry to interrupt, but……
   7. But…….
2. Inviting others to get involved
   1. What about if we …..?
   2. That would work, wouldn’t it?
   3. Why don’t we ….?
   4. Sorry, you were about to say something and I cut you off.
   5. What exactly do y ou mean by …?
3. Checking you’ve understood / Specifying the problem
   1. OK, I understood almost everything, but not the last bit. What are we voting on now?
   2. Sorry, but could you speak up a little. It’s difficult to hear you.
   3. Would you mind speaking a bit more slowly, please? I’m having trouble keeping up.
   4. Sorry, but I’m really not sure I’ve understood you correctly.
   5. I’m sorry, but this is really important.
   6. I’m not familiar with the abbreviation R and D. can someone help me?
   7. Sorry, but you’ve lost me. What exactly are we talking about?
   8. Can I just check I’ve understood you correctly?
   9. Sorry, was that owe or own?
4. Allowing others to continue
   1. After you.
   2. Go on.
5. Preventing an interruption
   1. Can I just finish my point?
   2. I’ll let you speak in a second.
   3. Hang on a second, can you let me finish?