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?