**LANGUAGE FORMS & FUNCTIONS IN A MEETING**

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| **No** | **FUNCTION** | **FORMS** |
| 1. | Opening a meeting | I would like to welcome everyone.  Thank you all for coming. |
| 2. | Stating the purpose and overview | The aim of our meeting today is …  I initiated this meeting to … |
| 3. | Reporting apologies | Mr Lim sends his apology as he is unable to attend today’s meeting.  Ms Sabrina is on medical leave. |
| 4. | Reading minutes of the last meeting | Is there anything to be amended in the minutes of our last meeting?  Let’s go over briefly our last meeting minutes. |
| 5. | Starting the first item on the agenda | Today’s first item on the agenda is …  Let’s start with the first item on the agenda. |
| 6. | Addressing the next item on the agenda | Let’s move to the next item.  The next item is .. |
| 7. | Eliciting responses from members | Joe, I’d like to hear your comments on ..  Helen, what’s your opinion on ... |
| 8. | Managing conflicts | There seems to be a misunderstanding/ miscommunication here.  We need to sort this out. |
| 9. | Keeping meeting on course | Let’s get back to the items on our agenda.  We need to check on time. |
| 10. | Handing over to another person | I’d like to hand over to Mr Ravin.  Over to you, Sam. |
| 11. | Calling for a vote | Can we have a show of hands ..?  Those who disagree, raise your hands. |
| 12. | Dealing with any other matters (AOBs) | Are there any other matters …? |
| 13. | Closing an item on the agenda | I believe we can close this discussion.  I feel we have covered all the items on the agenda. |