

Transcription Sample – Meeting Participation (Excerpt)

Audio Duration: 2 minutes (from “Business English: Participating in Meetings”)

Format: Timestamped + Speaker Identified + Body Language Notes

[00:00-00:10] Elena: Good morning, everyone. Today we'll focus on improving how we participate in meetings—especially expressing agreement and disagreement politely. (*smiling, confident tone*)

[00:11-00:28] Brook: That sounds useful. Sometimes I find it hard to interrupt or give my opinion naturally. (*leans forward, attentive*)

[00:29-00:47] Elena: Exactly. Many professionals hesitate, so we'll practice how to respond clearly without sounding rude. (*Nods encouragingly*)

For example, you can say “I see your point, but I'd like to add...” or “That's true, however...” These phrases keep the tone collaborative. (*uses hand gestures for emphasis*)

[00:48-01:10] James: Is it okay to just say “I disagree”? (*slightly hesitant*)

[01:11-01:40] Elena: You can, but it's better to soften it—perhaps say “I'm not sure I completely agree.” It keeps the discussion constructive. (*smiling reassuringly*)

Now, let's practice. Imagine we're discussing whether remote meetings are as effective as face-to-face ones. (*looks around the group*)

[01:41-02:00] Partic: I think online meetings save time, but sometimes we lose body language cues. (*gesturing with hands*)

[02:01-02:10] Elena: That's a great observation. Anyone feels differently? (*raises eyebrows, inviting responses*)

[02:11-02:20] James: I agree. Non-verbal signals are important. Still, I like that we can record sessions for review later. (*nodding slightly*)

[02:21-02:30] Elena: Excellent! That's balanced participation—clear points, polite tone, and active engagement. (*smiles approvingly*)

Presented By: Leul Birara – Transcription & Data Formatting Specialist

AI-assisted transcription

verified manually for accuracy and timestamp alignment.