

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

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verified manually for accuracy and timestamp alignment.