**1. Welcoming Attendees(meeting participants)**

OK, is everybody here?

Are we still waiting for Nigel?

Oh, here he is. Morning, Nigel. Take a seat now.

**Now It's nice to see everyone.(it’s nice to see you all)**

(I’m glad you could make it this morning)

(It’s great to see everybody today – and so early in the morning.)

(Thanks for coming so late in the day.)

**2. Introducing someone(new)**

(This is Irene Culjak, one of our account executives)

(Does everyone know Martin Ward? He’s our new HR Director)

Before we begin, can I introduce Klaus Hahn to you all?

(Does everyone know…?)

For those of you who don't already know, Klaus is from our advertising agency and he's going to give us an overview of his plans for our new advertising campaign.

Welcome, Klaus.

Hello. Nice to meet you.

Right.

Now.

**3. Reporting Apologies**

(I have apologies from Melody Pond and Sara Jane Smith.)

(Unfortunately, Martin Strax wasn’t able to make it today.)

(Matt Tennant can’t make it either.)

(Tom Baker has been caught up and is unable to come today)

Ursula Henkel has sent her apologies. She can't be with us today because she had to go to a meeting in Brussels.

And Dieter SMIC can't make it either.

**4. Stating the aims of the meeting**

OK,

(We’re meeting to talk about safety at the plant, and how we can minimise risk.)

(Our objective today is to look at the new ISO standards and how we can comply.)

as I said, in the agenda I emailed last week we’ll be discussing our strategies for increasing sales.

You all know that our sales have been slower recently and we need to do something to change this.

**4-2. Going through a formal agenda**

**First, …**

**Next, …**

**Then, …**

**After that, …**

**Finally, …**

John Lawson from Marketing will be giving us an overview of what our competitors are doing.

After that, Hans Legler will present an analysis of some of the problems with our sales strategy at the moment.

We need to make some important decisions today, so let's have some clear, constructive thinking, everybody.

**5. Starting the meeting(Commencing the meeting)**

Right, now, let's get down to business.

(Let’s get down to business, shall we?)

(Let’s get started)

(So, let’s begin.)

(Can we get started?)