

1. **3**
2. **1**
3. **4**
4. **2**
5. **7**
6. **9**
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19. **20**
20. **18**

**Meetings phrases – revision**

**reference, carry, cover, bound, ground, depth, indicated, noted, tackle , incoherent, noteworthy**

I will …carry………………………you through our latest settlements

I would like to make …reference…………………………….to your statement

We won’t be able to …cover…………………………………the whole ground

We are …bound…………………………..to find common …ground…………………….

I am fully familiar with your profile nonetheless my intention is to get more in-…depth………………………information

As I have already …notes……………………………………………it is infeasible

It should be …indicated………………………………..that collateral is too low to secure our future claims

It appears that our views are …incoherent………………………thus it will be easier to meet halfway

One of the greatest obstacles we need to …tackle……………………………. Is nonconformity

Another …noteworthy……………………………..fact is that we have necessary tools and workforce

**end ,articulate, boil , wavelength, latter , glance , ahead**

Our doubts …boils……………………………………. down to one major factor

I will …articulate……………………………that in more comprehensible way

With reference to the …latter……………………………../former I am inclined to believe that we can find common ground

At the …end……………………..of the day both options are within the law limits

Would you mind taking a …glance…………………………..at that clause

I can see we are on the same …wavelength……………………………..

Shall we get …ahead……………………………….with that point

**done,** address**,** raise**,** recall **,** draw**,** mind**,** bringing**, doing,** beg**,** curiosity

Let’s …raise…………………….that as the first point

Next point I would like to …address……………………………..is

I would like to …draw…………………………your attention to one point

Thank you for …bringing…………………………that matter to my attention

In ………………………so your company will benefit

All said and …done………………………………we can clinch the deal

If you don’t …mind……………………..me asking how are you going to cater to their needs

I …beg………………………to differ in this aspect

Out of …curiosity……………………how many people does your company employ

If I…recall……………………………correctly our company has been involved in retail industry

cut**,** elaborate**,** normal **,** current**,** mind**,** thought**,** forward**,** through**,** losing**,** move

On …………………………of information I have collected from your website

Under …normal………………………..circumstances would I agree but in the ……current…………………………situation

I would like to put …forward………………………………….one suggestion

We shall talk …through……………………………one point

I think we are ………losing…………………..sight of the main point

Shall we ……move………………………on

Let me …elaborate……………………………….on that as this subject hasn’t been fully covered

Having that in …mind………………………….we should urge caution

To …cut………………….the long story short that is below our costs

I will give a …though…………………………..to it and get back to you promptly