#### Agreement

##### Strong

I agree entirely with your point of view.

I'm in total agreement.

I entirely approve of ...

I am in full favor of ....

I can throughly recommend that ...

##### Neutral

I think we can accept your point on that.

I see no objection on that.

##### Partial agreement

I agree with you on the whole, but it could be said that ...

I agree in principle, but ...

My initial reaction is favorable, but ....

#### Disagreement

##### Strong

To be quite frank, ...

I totally disagree with you.

Under no circumstances could I agree to that.

##### Neutral

I don't completely agree with you on that.

We'll have to agree to differ.

I'm afraid I can't support the proposal.

##### Tactful

I agree up to a point, but ...

I take your point, Mr. Zhang, but have you considered ...?

I have some sympathy with your position, but ....

I can see many problem on adopting this.

I'm not sure the proposal is feasible.

#### Making Proposal

##### Strong

I strongly recommend that ...

In my view, it's high time that ...

In my view, the only viable solution is ...

##### Tentative

If I make a suggestion, we could ...

Wouldn't it be a good idea to ...

#### Giving opinion

##### Strong

I firmly believed that ...

It's my belief that ...

There's no doubt in my mind that ...

##### Neutral

In my opinion, ...

As I see it ...

From my point of view...

As far I'm concerned ...

##### Tentative

It seems to me that ...

As far as I'm able to judge ...

#### s

#### Questioning

Have you take into account ... ?

Do you realize that ...?

I was wondering if you'd thought of ...?

Wouldn't you agree that ...?

It's depends on what you mean by...?

I'm not quite sure what you mean by that.

I'm afraid I don't quite follow.

Would you mind if I ask...?

May I ask...?

#### Information

##### Adding

If we look it in another light...

Seen from another angle, one could say ...?

##### Asking for further information

Could you be more precise ?

I'm sorry ,but could you explain in a little more detail about ...?

##### Paying for TIme / Saying nothing

That's a very interesting question.

I'm glad you asked the question.

I'm afraid I don't have enough information at my disposal to answer that.

Well, it 's rather difficult to say at present.

#### Interrupting

May I interrupt you for a moment?

Sorry to interrupt, but ...?

I don't want to interrupt, but ...

##### Taking the floor

Could I come in at this point?

Could I say something about ...?

##### Commenting

I'd like to add something here, if I may?

Excuse me, but I think it's relevant to add that...

Before we go further, may I point out ...

##### Coming back to a point

As I was saying ...

Coming back to what I was saying

#### Preventing An Interrupting

If I might just finish ...

Perhaps I could return to that point later on ...

If you would allow me to continue ...

With your permission, I'd rather to finish what I was saying.

#### Clarifying

If I've understand you correctly, you're saying that ...?

Correct me if I'm wrong, but ...

Am I correct in assuming that ...?

##### Repetition

I'm afraid I'm not quite clear what you mean by that.

I'm sorry, I didn't quite follow what you said about ...

##### Misunderstanding

I'm afraid there seem to have been a slight misunderstanding.

We seem to be talking at cross purposes.

With respect, this is not what I said.

#### Persuading

Do you realize that ...?

Have you taken something into account ...?

If we look at another light

Seen from another angle, one could say...

I think we should give ourselves time to reflect on.

I can't help feeling that

I can assure you that

You may have no fears about

#### Compromising

##### Offer

We are prepared to..., on condition that ...

We are more than ready to ..., as long as ...

I believe we can ... , if ....

##### Adding Positive

If we agreed, it would be conditional on ...

If we agreed, we hope you would reciprocate by ...

##### Adding Negative

Only if you ..., would be prepared to ...

##### Accepting

I think that would be perfectly acceptable.

We seen no objection on that.

To meet you half way on this, I think we could agree to your condition.

##### Rejecting

Although we want to avoid a deadlock as much has you do, we find your offer unacceptable.

In this case, we should very reluctant have to ...,

#### Chairing

##### Opening

Ladies and Gentlemen, I declared the meeting open.

##### The Subject

The purpose of today's meeting is ...

The first problem we have to consider is ...

##### Giving Floor

Mrs. Williams ,would you like to say something about this ?

Mrs. Brown, I think you know something about this problem.

##### Taking Floor

Excuse me , Mr. A , may I say something plz?

Could I just make a point about ... ?

##### Directing

We seem to be losing sight of the main point. The question is ...

Could you stick to the subject,plz?

##### Keeping Order

We can't all speak at once ; Mr.B, would you like to speak first ?

##### Moving to a new point

Could we move on to item 4 on the agenda?

Now, I'd like to turn to...

##### Postpone

if no one has any objection, I suggest that we leave the matter until next meeting.

##### Propose

Would anyone like to second the motion?

##### Vote

Let's put it to the vote.

Could we move to vote on this ?

Those for the motion, plz?

##### Consensus

It seems that we have a consensus.

Can I take everyone's in favor?

##### Closing

I declare the meeting closed. Thank you Ladies and Gentlemen.

That's all for today. Thank you.