

40 Essential Phrases To Host A Meeting in English

Subtitle

Well hey there! I'm Emma from mmmEnglish!
Have you ever led a meeting in English?
Can you imagine yourself hosting a meeting at work completely in English?
I've created this lesson today to help you learn lots of useful and essential phrases to help you lead a meeting in English.
Make sure you download the workbook that I've created for you so you can keep all of these phrases and these expressions with you during your meetings, during your conversations so that you can put them into practice.
Are you ready to get started?
Ladies, if you want a safe and supportive space to practise your speaking skills among friends, to share your opinions and to learn how to host meetings before you're at work and you've got to actually do it for real, come and put your skills into practice inside Hey Lady!
You can join and host your own conversations right here inside our platform.
Hey Lady! is an online community for women to meet, make friends and to practise speaking English together.
For \$29 a month or \$299 a year, you can have as many English conversations as you like.

Machine Translation

嘿！我是来自 mmmEnglish 的 Emma！
您曾经用英语主持过会议吗？
你能想象自己完全用英语主持工作会议吗？
我今天创建了这节课，以帮助您学习许多有用且必要的短语，以帮助您用英语主持会议。
请务必下载我为您创建的工作簿，以便您可以在会议期间、对话期间保留所有这些短语和表达，
-
以便将它们付诸实践。
你准备好开始了吗？
女士们，如果您想要一个安全且支持的空间来在朋友之间练习您的演讲技巧，
分享您的观点并在工作之前学习如何主持会议
并且您必须真正做到这一点，那就来 Hey Lady 实践您的技能吧！
您可以在我们的平台内加入并主持您自己的对话。
嘿，女士！是一个供女性见面、交朋友和一起练习英语的在线社区。
每月只需 29 美元或每年 299 美元，您就可以进行任意次数的英语对话。

There is no limit to the amount of time that you can spend

practising your speaking skills.

The link to our 10-day trial is down in the description below.

I would love to see you inside!

It doesn't matter whether your meeting is a social or

a professional meeting, whether it's online or it's in person,

there are some elements that will always be the same

no matter what style or type of meeting you're hosting.

And at the start of any meeting it is essential that you greet

and welcome participants.

There are a few different phrases and expressions you can use

to do it. It can be as simple as:

Hello everybody and welcome!

Good morning, I'd like to thank everyone for coming today.

If your meeting has less than ten people at it, make sure that everyone is introduced.

If there's more than ten people,

the introductions can kind of drag on a bit,

you might need to take it out or do it differently.

But introductions really do help break the ice and people feel more comfortable speaking up and sharing their opinions when they know

the other people in the room.

Now when you know some but not all of the participants

at the meeting, you could say:

I know most of you but I see a few unfamiliar faces.

Let's do a round of introductions.

So that means

您可以花无限的时间

练习口语技能。

我们的 10 天试用版链接位于下面的描述中。

我很想见到你!

无论您的会议是社交会议还是

专业会议，无论是在线会议还是面对面会议，

-

无论您主持什么风格或类型的会议，有些元素总是相同的。

在任何会议开始时，向

与会者致意并表示欢迎是至关重要的。

您可以使用一些不同的短语和表达方式

来实现这一点。它可以简单到：

大家好，欢迎！

早上好，感谢大家今天的到来。

如果会议参加者少于十人，请

确保向每个人介绍自己。

如果人数超过十人，

介绍可能会有点拖沓，

您可能需要把它拿出来或者换一种方式。

但介绍确实有助于打破僵局，当

人们认识房间里的其他人时，他们会更自在地发言并分享自己的观点

。

现在，当您认识会议中的部分但不是全部参与者时

，您可以说：

我认识你们中的大多数人，但我看到一些陌生的面孔。

让我们做一轮介绍。

这意味着

let's just go around in a circle so everyone can say their name.

What about when it's an entirely new group of people?

You don't know anyone.

Before we get started,

let's go around the table and introduce ourselves.

If you're at work or

at a conference or in some professional setting,

you can ask everyone to say their name, their role

and the company that they work for.

Please just say your name, your role and the organisation

that you're from.

And if it's a more informal social setting like maybe

you're hosting an online book club meeting

or a meeting with a group of neighbours for the first time

then say:

Share your name, where you're from

and perhaps an interesting fact about yourself.

Hi I'm Emma from Perth, Western Australia and

I've lived in every Australian city.

This is especially useful if the meeting that you're hosting

is online and the people who are joining you are spread out

all over the world. It can be really interesting to find out

where everybody else actually is, it's a great way

to spark some small talk before things get too serious.

So there are three essential steps to kick-start

a successful meeting.

让我们围成一圈，这样每个人都可以说出自己的名字。

如果是一群全新的人，那该怎么办？

你谁也不认识。

在我们开始之前，

让我们绕着桌子走一圈，自我介绍一下。

如果您在工作、

参加会议或在某些专业场合，

您可以要求每个人说出他们的姓名、职位

和所在公司。

请说出您的姓名、职位和

您所在的组织。

如果这是一个更为非正式的社交场合，比如

你第一次举办在线读书俱乐部会议

或与一群邻居的会议，

那么可以说：

分享你的名字、你来自哪里

，或许还可以分享一些关于你自己的有趣事实。

你好，我是来自西澳大利亚珀斯的艾玛，

我住过澳大利亚的每个城市。

如果您主持的会议

是在线的，并且参加会议的人分布在

世界各地，则此功能特别有用。了解

其他人实际上在哪里可能真的很有趣，这是在

事情变得太严肃之前引发一些闲聊的好方法。

因此，要启动一次成功的会议，有三个基本步骤

。

The first is to start by stating the goal or the purpose

of the meeting.

The second is to make sure you outline the agenda

or talk about the different things that everyone is

here to discuss.

And the third is to set any ground rules before the meeting

to make sure it runs smoothly, that there's no interruptions.

So let's take a closer look at some useful phrases that can help

you to move through these three important steps.

It's important for everyone at the meeting to have

an expectation of how the meeting is going to be run

and what they're going to get out of it.

So start by stating the goal

or the purpose of the meeting.

Our goal today

is to plan the social media strategy for March and for April.

Or you can focus on the outcome that you'd like to achieve.

By the end of this session,

everyone will know how to use the new accounting software.

And if you want to sound a little more casual then you could say:

We're here today to talk about George Orwell's novel 1986.

If you have an agenda for the meeting, now's the time to go over it.

I'll just draw your attention to the agenda.

We've got a few things to get through today.

And then of course you would name all of the important things

on the agenda.

首先要说明会议的目标或目的

。

第二，确保你概述了议程

或谈论了大家在这里讨论的不同的事情

。

第三是在会议前制定基本规则，以

确保会议顺利进行，不受干扰。

因此，让我们仔细看看一些有用的短语，它们可以帮助

您完成这三个重要步骤。

对于会议上的每个人来说，对

会议的进行方式

和将从会议中获得什么有一个期望是很重要的。

因此，首先要说明

会议的目标或目的。

我们今天的目标

是制定三月和四月的社交媒体策略。

或者你可以专注于你想要实现的结果。

到本课程结束时，

每个人都会知道如何使用新的会计软件。

如果你想听起来更随意一点，那么你可以说：

我们今天在这里谈论乔治奥威尔的小说《1986》。

如果你有会议议程，

现在是时候讨论一下了。

我只是想提请大家注意一下议程。

今天我们有几件事要做。

然后你当然会列出议程上所有重要的事情

。

And if there's no agenda, it's a good chance to just

tell the participants how the meeting or this session

is going to be structured.

What are the different sections of the meeting?

This way everyone is going to know what to expect

and it will be easier for you to transition between topics

and get through everything that needs to be discussed.

Discourse markers and signposting language really

comes in handy here.

Words like first,

second, then,

after that, next and finally.

Something like this.

The first item on the agenda is social media.

And then we'll move on to item number two which is

customer satisfaction.

And then we'll take a look at customer feedback.

And finally, we'll discuss the new marketing strategy.

And of course, when you're hosting a meeting it never hurts to go over some of the ground rules.

Sometimes we refer to this part of the meeting as

housekeeping.

Housekeeping in this context doesn't mean cleaning or maintaining a house.

In a meeting, we commonly use this phrase to talk about the administrative

parts of a meeting, the part of the meeting where you

lay the rules out and you explain how things are going to run.

如果没有议程，这是一个很好的机会来

告诉与会者会议或本次会议的

结构。

会议分为哪些不同的部分？

这样，每个人都会知道会发生什么，

并且您将更容易在主题之间转换

并完成所有需要讨论的内容。

话语标记和路标语言

在这里确实很有用。

诸如“首先”、“

其次”、“然后”、“

之后”、“下一个”和“最后”之类的词。

类似这样的。

议程上的第一项是社交媒体。

然后我们继续讨论第二点，即

客户满意度。

然后我们会看看客户的反馈。

最后，我们将讨论新的营销策略。

当然，当你主持会议时，

了解一些基本规则总是没有坏处的。

有时我们将会议的这一部分称为“

后务处理”。

这里所说的家务并不是指

清洁或维护房屋。

在会议中，我们通常使用这个短语来谈论

会议的行政部分，即

制定规则并解释会议如何进行的部分。

We just have to get through some housekeeping first.

Now saying this is a great way to transition away from

the introductions and the agenda

and to talk about what you expect from everyone

for the duration of the meeting.

You might ask them to switch off their phones.

If you have your phone with you,

please take a moment just to turn it on silent or to switch it off,

just so we don't have any disruptions.

Or you could let them know what to do if they have a question.

If you have any questions outside of the agenda

just save them for the end.

If you're running an online meeting this is especially important

just to make it easy and manageable for everyone.

If you have any questions during our discussion today

please just use the raised hand reaction

or raise your hand so I can see it on screen.

Feel free to share your comments and your questions in the chat

and please make sure you put your microphones on mute

to keep disruptions to a minimum.

When you're running a meeting, part of your job is to manage

and control the discussion. You want it to be effective.

Sometimes you might need to prompt people to get the conversation started.

To kick things off, why don't we brainstorm a few ideas together.

I think it's best to ask some general questions that are

open for everyone to answer rather than singling people out initially.

我们只需要先完成一些家务。

现在说这是一个很好的方式来从

介绍和议程过渡

到谈论你对每个人在

会议期间的期望。

您可能会要求他们关掉手机。

如果您随身携带手机，

请花一点时间将其调至静音或关闭，

以免打扰我们。

或者你可以让他们知道如果他们有疑问该怎么做。

如果您有任何议程之外的问题，

请将其留到最后提出。

如果您正在召开在线会议，这一点尤其重要，

因为它可以让每个人都轻松且易于管理。

如果您在今天的讨论中有任何疑问，

请举手反应

或举手，以便我可以在屏幕上看到。

欢迎在聊天中随意分享您的评论和问题，

请确保将麦克风静音，

以将干扰降至最低。

当你主持会议时，你的工作之一就是管理

和控制讨论。您希望它有效。

有时您可能需要提示人们

开始对话。

为了开始，我们何不一起集思广益，提出一些想法呢？

我认为最好问一些

所有人都可以回答的一般性问题，而不是一开始就把某些人挑出来。

You could try asking for their opinion with one of these phrases.

What does everyone else think?

What are your thoughts on the survey results?

I'd like to get your input on the new design.

Sometimes you put a question like that out there

and no one answers.

So then you might need to call out a specific name

just to encourage someone to share their point of view.

What do you think about that, Amy?

Now what about when you need to ask for clarification?

A really great way to do that is to ask for a bit more detail.

Can you explain that in a bit more detail?

Would you mind going over that again, please?

To go over means to explain something in a detailed

or a more careful way

or you can paraphrase what you think a person wants to say

or what you think you heard them say.

And it's a really useful conversation skill generally

but in a meeting, it's good to check

that you understood someone, that you heard them correctly

without asking them to repeat it

so this is a really great way to do that.

So what you're saying is you're not really concerned about

the deadline as long as the job's done well,

is that correct?

Another similar phrase is something like:

If I understood correctly,

you're saying that all of these figures are

您可以尝试使用以下短语之一来询问他们的意见。

其他人怎么想?

您对调查结果有何看法?

我想听听您对新设计的意见。

有时你提出这样的问题,

却没有人回答。

因此,您可能需要喊出一个特定的名字,

以鼓励某人分享他们的观点。

艾米,你对此有什么看法?

现在当您需要询问澄清时该怎么办?

一个非常好的方法就是询问更多细节。

你能更详细地解释一下吗?

您介意再说一遍吗?

复述的意思是详细或更仔细地解释某事,

-

或者你可以解释你认为某人想说的话

或你认为你听到他们说的话。

一般来说,这是一种非常有用的谈话技巧,

但在会议中,最好检查

你是否理解了别人的意思,你是否正确地听到了他们的话,

而不需要让他们重复,

所以这是一种非常好的方法。

所以您的意思是,

只要工作完成得好,您并不真正关心最后期限,

对吗?

另一个类似的说法是:

如果我理解正确的话,

您说的是所有这些数字都是不正确的。

incorrect.

Perhaps it might be useful to rephrase what someone else said

maybe in a way that's a little simpler for everyone to understand.

So in other words, the report won't be finished on time.

When you're leading a meeting it is super important

that you keep the meeting on track

by keeping track of time.

Nobody likes meetings that drag on or they run over time.

If you're running the meeting it's your job to practise

effective time management.

Now you could always ask anyone else

to keep an eye on the time

but you may not always have that help.

So in those situations, you can say:

If nobody has anything else to add, let's move on.

I'm conscious of time.

Sometimes you might even have to cut the discussion short

in order to make time for other things that you've got to talk

about on the agenda.

I'm sorry, but I have to stop you there.

And you could follow that with:

We're running out of time so we have to move on.

Sometimes when the conversation is flowing really well,

it's easy to get sidetracked or to go off-topic or to go off track.

A good way to keep the conversation moving in the right direction is to say:

I'm afraid we don't have time to talk about that in today's

meeting. We'll add that on to the agenda for next week.

也许用一种更简单易懂的方式重新表述别人说过的话可能会有所帮助

。

换句话说，报告无法按时完成。

当您主持会议时，通过跟踪时间来

确保会议按计划进行非常重要

。

没有人喜欢拖延或超时的会议。

如果您主持会议，那么您的工作就是进行

有效的时间管理。

现在，您可以随时请其他人

留意时间，

但您可能并不总是能得到帮助。

因此在这种情况下，您可以说：

如果没有人还有其他要补充的，那就让我们继续吧。

我意识到时间。

有时您甚至可能不得不缩短讨论时间，

以便腾出时间讨论

议程上的其他事项。

很抱歉，但我必须阻止你。

您可以接着说：

我们的时间不多了，所以我们必须继续前进。

有时，当谈话进行得很顺利时，

很容易偏离主题

或偏离主题。让

谈话朝着正确的方向进行的一个好方法

是说：

恐怕我们今天的会议上没有时间讨论这个问题

。我们会将其添加到下周的议程中。

You might like to summarise the key points of the meeting	您可能希望总结会议的要点,
so that everyone else walks away	以便其他人能够
with a clear idea of what happened.	清楚地了解发生的事情。
Let me briefly summarise what we discussed today.	让我简要总结一下我们今天讨论的内容。
And at this point, you can also mention any specific	此时, 您还可以提及
tasks that people at the meeting agreed to do.	会议人员同意做的任何具体任务。
We've all agreed that Aman will write the report.	我们都同意由阿曼来撰写报告。
After you've summarised the main points you'd thank everyone	总结要点后, 您要感谢大家的
for coming, for their time, for their participation at your meeting.	到来、付出的时间以及参加会议。
Thank you so much for your time and your participation today.	非常感谢您今天的时间和参与。
The thank you at the end of a meeting is usually the sign that	会议结束时的感谢通常表示
the meeting is over, that you're starting to wrap up.	会议结束, 您开始总结。
And if you have a future meeting planned now is a good time to mention it.	如果您计划将来举行会议, 那么现在是提及此事的好时机。
The next meeting is on Tuesday so I'll see you all then.	下次会议将于星期二举行, 到时候见。
And you might sign off with something friendly,	您可以用一些友好的话来结束,
either in an online meeting or in person you could say:	无论是在线上会议还是面对面, 您都可以说:
Have a great day everyone.	祝大家有愉快的一天。
Or have a great week.	或者度过愉快的一周。
So that's it! I hope you enjoyed this lesson and that you feel	就是这样! 我希望你喜欢这节课, 并且对
more confident about hosting your next meeting in English.	用英语主持下一次会议更有信心。请
Make sure you save or you print the PDF that I created for you	务必保存或打印我为您创建的 PDF,
so that you can keep it with you during your meetings,	以便您在会议期间、
during your online conversation so that you can start	在线对话期间随身携带它, 这样您就可以开始
using these expressions fluently.	流利地使用这些表达方式。
And ladies don't forget, if you want to practise hosting meetings	女士们, 别忘了, 如果您想

in a supportive space with friends

come and put your skills into practice inside
Hey Lady!

Thank you so much for joining me today.

Have a great week my lovely students.

See you in the next lesson!

和朋友一起在一个支持性的空间里练习主持会议，

那就来 Hey Lady 练习您的技能吧！

非常感谢您今天与我一起。祝

我可爱的学生们度过愉快的一周。

下节课再见！