

## ARRANGING A MEETING

### Asking for a meeting

Could we schedule a time to meet next week?  
I'd like to schedule a meeting as soon as possible?  
Could I suggest that we meet?  
We can meet and go over this together?  
Perhaps we could meet and go over the details together?  
Do we have time to meet next week?  
I was wondering if you might have time to meet on Thursday?

### Suggesting a meeting time

How about Monday at nine?  
How would Wednesday at 4 o'clock be for you?  
How about time after lunch?  
Could we meet next week?  
Would it be possible for us to meet on Friday afternoon next week?  
Can I suggest 7:30 on Thursday evening?  
Could we schedule a time to meet next week?  
Would half past five suit you?

### Saying that you aren't able to attend

Sorry, I can't make it then.  
I'm afraid I have another appointment at that time.  
I'm afraid I have another appointment then.  
I'm a bit tied up then. How about another time?

### Saying that you can attend

Sounds good.  
Yes, that works for me.  
Yes, that would be fine.  
Yes, I can manage that.

### Confirming the day and time

See you on Monday at seven.  
So, I look forward to seeing you on Tuesday at four.  
So that's Tuesday at 3 p.m. in your office.

### Agreeing the length of a meeting

Should we plan for the whole afternoon?  
Let's leave the timing of the meeting open for now.  
How long should we plan on meeting for?  
The meeting should take about an hour for a half.

### Saying that you're looking forward to seeing someone

It'll be nice to see you then.  
I'm looking forward to it.  
I look forward to meeting you then.

### Saying sorry and rescheduling a meeting

I'm calling about our meeting next week.  
I'm terribly sorry.  
I'm afraid I have to ask if we can reschedule our meeting next week.  
I'm afraid something has come up.  
Sorry to inconvenience you.  
Could you postpone the meeting until Wednesday the same time?  
Would you be able to meet on Tuesday instead?  
Would it be possible to meet a bit later/earlier?

## INTRODUCTIONS AND SMALL TALK

### Introducing yourself

Hello. My name's  
Hi everyone. My name's...  
Hello, I'm  
Pleased to meet you.  
Nice to meet you.  
How do you do? I'm..  
Making introductions  
Ms Lai, do you know Mr Ross?  
Chris, have you met Fiona yet?  
Mr Saramago, I'd like you to meet Ms Copeland.  
Delphine, this is Eric. Eric, Delphine.

### Asking someone to use your first name

Please, call me Chris.  
By the way, it's Frances.  
And you can call me...  
And I'm...

### Asking how someone is

How are you?  
How are you doing?  
How are things going?  
How's business?

### Making small talk

Which hotel are you staying at?  
How long have you worked for your company?  
Did you come here by plane?  
Which airport did you fly into?  
Is this the first time you've come here for a meeting?  
Are you a colleague of...?  
Do you know my colleague,...?  
Is this your first visit to (country/town)?

### Showing interest in what someone is saying

Right  
Oh, really?  
Interesting.  
It's absolutely fascinating!  
I see.

## STARTING A MEETING

### Welcoming participants to a meeting

It's nice to see everyone.  
It's great to see everybody.  
I'm glad you could all make it today.  
Thanks for being here today.  
Hello everybody.  
It's good to see you all.  
**Saying who can't attend the meeting.**  
I have apologies from Tina and Rick.  
Tina has sent her apologies.  
Derek can't make it either.  
Unfortunately, Tim wasn't able to make it today.  
Laura can't be with us today.

### **Stating what the meeting is about**

We're meeting today to talk about...

Our objective today is...

We'll be discussing...

Peter will be examining...

Jeremy will present analysis of...

Chris is going to give us an overview of...

John will be giving us an overview of...

### **Introducing participants at the meeting**

Before we begin, Can I introduce Chris Hall to you all?

Does anyone know Mary Norman?

This is Christina, one of our consultants.

Let me introduce...

### **Asking participants to introduce themselves**

Why don't you introduce yourself to everyone?

Tell us a bit about yourself.

Could you tell us who you are and say something about yourself?

### **Giving details about yourself**

I'm the business development manager.

I've been with Nokia since 2017.

I've worked for the company for four years.

I'm based in the Helsinki office.

I work at our Cambridge branch.

## **DISCUSSING FACTS**

### **Reporting progress**

Our customer base increased in size last year.

Our sales have increased during the current quarter.

Overall our sales performed well in the last quarter.

The telecoms production team performed extremely well.

The telecom sector's sales were really good.

Sales performed very poorly here.

The guys on the finance team performed satisfactorily, as ever.

### **Structuring a progress report**

Here is a quick overview of the situation.

Let's look first at...

Let's turn now to...

What about...?

### **Explaining consequences**

This was due to...

I think this was as a result of...

He performed poorly, the reason being...

Our sales performed satisfactorily because of...

## **TAKING PART IN DISCUSSIONS**

### **Asking for comments**

What do you think about that?

What do we all think?

Do you want to start us off?

Do you want to come in here?

Would you like to make a point here?

Does anyone want to say anything on that?

Would you like to comment on that?

### **Interrupting**

Sorry, but...

Sorry to interrupt, but I feel that...

Could you come in here?

I'd like to make a point here, if I could.

Can I just say something about that?

### **Dealing with interruptions**

Hold on, please.

We'll come back to you in a moment.

Just a second, please. I promise we'll come right back to you.

### **Asking for clarification**

I'm not sure I understand what you're saying.

Do you mean that...?

Are you saying that...?

If I understand you correctly, you think that...

### **Asking for opinions**

What do you think?

Do you agree?

Do you feel that...?

What do you think about...?

Giving a neutral opinion

I think that...

Why don't we..?

It seems to me that...

In my opinion...

We should...

### **Giving a tentative opinion**

It might be the case that...

Perhaps we should...

I tend to think that...

Is it possible that...?

Giving a strong opinion

I'm convinced that...

It's absolutely clear that...

And frankly I think that...

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

### **Strong agreement**

You're completely right.

Absolutely. I think it's a fantastic idea.

I totally/completely agree.

### **Agreeing in a neutral way**

I think you're right.

That's right.

I agree.

### **Tentative or partial agreement**

To a certain degree/extent I agree.

I partially agree, but...

Yes, but...

I can agree with you up to a point.

I think I can agree up to a point.

I support the idea up to a point.

**Neutral disagreement**

I disagree.  
I can't go along with that.  
I think you might be wrong there.  
I'm afraid I can't agree with you there.

**Strong disagreement**

No, I think you're wrong there.  
I completely disagree.

**Making positive suggestions**

How about if we...?  
Couldn't we just...?  
What about if you...?  
Strong disagreement  
No, I think you're wrong there.  
I completely disagree.

**Making positive suggestions**

How about if we...?  
Couldn't we just...?  
What about if you...?

**DEALING WITH OFFERS****Offers and conditions**

If I buy more PCs, I'll offer you a good discount.  
If we give him more time, he would finish the project successfully.  
He will be able to start work on Monday if we offer him the job today.  
If we confirmed the job offer today, he'd be able to start work at the beginning of the month.  
If they give us more time, we could look at it in more detail.  
If you place your order today, I'll give you a 13% discount.

**Asking for time to consider**

I'd like a couple of days to think things over.  
Can I get back to you on that?  
I need some time to think about this.  
I need to run this by my boss.

**Accepting an offer**

I think we'll go for that.  
That sounds good to me.  
That would be great.  
I'd like to take you up on that.

**Rejecting an offer**

Sorry, I'm not able to go ahead with this.  
Sorry, but I'm not able to go along with that.  
Unfortunately, I won't be able to take you up on that.  
(take up-accept something from somebody)  
I don't see how I can agree to that.  
I don't think that would be possible.  
I'm afraid I can't agree.