Meetings English

Useful English for meetings: starting and running a meeting, giving opinions, agreeing and disagreeing politely, interrupting, and closing with clear action points.

Model dialogue

Anna	Shall we get started? Thanks, everyone, for coming. The purpose of today's meeting is to decide on the new office hours.
Tom	Before we start, could we also talk about the parking problem?
Anna	Good idea. Let's add it at the end. So, what do you think about starting at eight instead of nine?
Tom	In my opinion, it's a good idea. Traffic is much lighter before eight.
Lisa	I see what you mean, but I'm not sure it will work for parents. Many of them drop their kids at school at eight thirty.
Tom	That's a good point. What about flexible hours, between eight and ten?
Anna	I completely agree. So, let's sum up: we'll suggest flexible start times. Lisa, could you write the proposal?
Lisa	Sure. I'll send it by Friday.

Key vocabulary

Word	Meaning	Example
agenda	the list of topics for a meeting	The first item on the agenda is the budget.
minutes	a written record of a meeting	Who's taking the minutes today?
action point	a task agreed in a meeting	We finished with three action points.
chair	to lead a meeting	Sara will chair the meeting.
proposal	a plan that you suggest	They accepted my proposal.
deadline	the latest time to finish something	The deadline for the report is Friday.
consensus	general agreement	We couldn't reach a consensus.
postpone	to move to a later time	Let's postpone the meeting until Monday.

Useful phrases

Starting a meeting

Shall we get started?	opening the meeting
Thanks, everyone, for coming.	welcoming people
The purpose of today's meeting is to agree on the budget.	stating the goal
Let's go through the agenda.	introducing the plan

Giving opinions

In my opinion, we should wait until next quarter.	giving an opinion
I think it makes more sense to start small.	softer opinion
From a sales point of view, this is a good idea.	opinion from your department
What do you think, Maria?	asking for an opinion

Agreeing and disagreeing

I completely agree with you.	strong agreement
That's a good point.	showing you value an idea
I see what you mean, but I'm not sure it will work.	polite disagreement
I'm afraid I don't agree.	clear disagreement

Interrupting and clarifying

Sorry to interrupt, but could I add something?	interrupting politely
Could you go over that again?	asking someone to repeat
So what you're saying is that we need more time?	checking understanding
Let's get back to the main point.	returning to the topic

Closing the meeting

Let's sum up what we've agreed.	summarizing
So the action points are...	listing tasks
Who's going to take care of the report?	assigning tasks
Let's meet again next Tuesday.	arranging the next meeting

Practice and role-play

A. Complete the phrases

Write one word in each gap.

1. Shall we get _____?
2. Let's go through the _____.
3. I see what you _____, but I'm not sure it will work.
4. Sorry to _____, but could I add something?
5. Let's _____ up what we've agreed.
6. That's a good _____.
7. The _____ of today's meeting is to agree on the budget.
8. Let's get back to the main _____.

B. Correct the mistakes

Each sentence has one mistake. Rewrite it correctly.

1. I am agree with you.

2. Let's discuss about the budget.

3. According to me, it's too expensive.

4. Can you repeat again?

C. Role-play

Student A. You chair a meeting about the team's summer party. Open the meeting, ask everyone for ideas, keep the discussion on topic, and close with three action points.

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Student B. You think the party should be on a weekday evening, not a Saturday. Give your opinion, disagree politely with one idea, and volunteer for one task.

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Answer key

A: 1 started · 2 agenda · 3 mean · 4 interrupt · 5 sum · 6 point · 7 purpose · 8 point

B: 1 I agree with you. · 2 Let's discuss the budget. · 3 In my opinion, it's too expensive. · 4 Can you repeat that?