



BUSINESS ENGLISH PHRASES

Meetings 2 Effective Participation in Meetings

Interrupting	<p>Sorry, can I interrupt? Can I just say something? Carolina, sorry. Can we go back to the last point?</p>
Finishing your point	<p>I haven't finished what I was saying. No wait a moment, I hadn't finished. Can I just finish what I was saying?</p>
Presenting an idea	<p>I think we need to focus on one idea at a time. In this situation, I'd focus on getting more market share first. In this case, I'd focus first on building the brand.</p>
Commenting	<p>Yes, that's interesting Pedro, that's a good point. Yes, I see what you mean. I'd like to hear more about that.</p>
Emphasizing	<p>I'd like to point out that, operating costs increased 7% last month. Let me emphasize that operating costs decreased 4% in the Q3 (3rd Quarter). Can I draw your attention to the Q3 results?</p>
Giving an opinion	<p>In my opinion, we should focus on increasing revenues from our existing client base. From my point of view, we could wait until January 1st. My view is that we should wait till December.</p>
Considering alternatives	<p>Have you considered other target markets? We also need to consider other target markets. What about our existing target market?</p>
Question technique: Open questions	<p>What sort of problem is it? Can you give me more details? What's your opinion?</p>
Question technique: Closed questions	<p>Do you plan to start next month? Is there another meeting planned? Are you going to speak to Jeremy about this?</p>
Question technique: Opinion questions	<p>What do you think? Pedro, what's your opinion? What's your point of view? What's your perspective?</p>
Agreement: Total agreement	<p>I totally agree with you. I'm 100% behind you. That's a very good point.</p>
Agreement: Limited agreement	<p>I agree with you, but we need to be cautious. I'm not against it, but I think we need to be cautious. I see your point, but I think we need to be careful.</p>
Agreement: Wait to be convinced	<p>I can see what you're getting at. On the one hand I agree we need to move now, but on the other hand I think we need to be careful. I just think we need more time.</p>
Agreement: Total disagreement	<p>I totally disagree. I couldn't agree less. It's not possible, because the timeframe is too short.</p>
Making a suggestion	<p>One possibility would be to go back to the original plan.</p>

	Perhaps we should wait to make a decision until we have the full picture. I've got a suggestion, what about using marketing?
Making a suggestion	Maybe we could look for partners to enter this market. Shall we try to find partners to enter this market? What if we launched the product in November?
Making strong recommendations	I strongly recommend that we wait until 2013. There's no alternative we need to act now. I think we have to do something now.
Making neutral recommendations	I propose we implement the new sales plan now. I recommend we implement the new sales plan now. I suggest we implement the new sales plan now. Why don't we implement the new sales plan now?
Making weak recommendations	Perhaps we could consider a new timescale for the project. Maybe we should think about a new timescale for the project.