



BUSINESS ENGLISH PHRASES

Meetings In English Super Triple Pack

Series One


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	BUSINESS ENGLISH PHRASES
Meetings 1 Discussing a Problem	
Introducing a problem	<p>Ok everyone, let's get started. I think we have all noticed the problem of timelines. Let's turn to a problem that's on everyone's mind, reduced budgets.</p>
Introducing a problem	<p>We need to tackle a pressing problem today, which is the reduced budget for the T7 project. I know we have all been thinking about the issue of the reduced budget for the T7 project. Today we are going to discuss the problem of the reduced budget for the T7 project.</p>
Focusing a discussion on a specific problem	<p>How can we deal with this problem? Any ideas? What are the underlying causes of the problem? What is at the root of this problem?</p>
Focusing a discussion on a specific problem	<p>What's behind this problem? Perhaps we can begin by breaking down the problem.</p>
Stopping interruptions	<p>Hang on Mia, let James finish. Hold on Yang, can we let Aneta finish. I think it is important that everybody contributes.</p>
Stopping interruptions	<p>One moment John, perhaps we can allow Javier to finish. I wonder if we can give Regina the opportunity to finish. Let Sara finish her point.</p>
Encourage working in a team	<p>I think we are all on the right track. We are definitely on the same page now. I think we're all on the same wavelength.</p>
Rephrasing problems as challenges	<p>How could we cut costs without losing quality? How should we approach this problem without losing quality? How can we meet our deadlines without losing quality?</p>
Close a discussion	<p>We've have some great solutions. We've made great progress. I think we've solved it.</p>
Evaluating ideas	<p>I'd like to hear what everyone thinks about each idea. I'm open to feedback but let's keep in mind the main problems we've defined. Let's take a look at the solutions considering what our objectives are.</p>
Expressing negative opinions with a reason	<p>I can't see that idea working given that the project deadlines are so tight. I just can't see this working due to the risks involved. It will be very difficult to implement keeping in mind our small budget. The client won't agree due to the high cost involved.</p>
Eliminating ideas politely	<p>We'll have to discard this option as it isn't feasible. Does everyone agree that we can eliminate the second option? This is a great idea, but it's just not suitable at this time. I'm afraid we'll have to rule out this option due to the risks and costs involved.</p>

Confirm best option	Closing this Business Unit is the best course of action. It's clear that closing this Business Unit is the best option. Clearly closing this Business Unit is the obvious choice.
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**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. Perhaps we should wait to make a decision until we</p>

	<p>have the full picture. I've got a suggestion, what about using marketing?</p>
Making a suggestion	<p>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?</p>
Making strong recommendations	<p>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.</p>
Making neutral recommendations	<p>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?</p>
Making weak recommendations	<p>Perhaps we could consider a new timescale for the project. Maybe we should think about a new timescale for the project.</p>

Meetings 3
Getting your ideas across

Meeting purpose	<p>The purpose of today's meeting is to brainstorm ideas for new products.</p> <p>The goal of today's meeting is to brainstorm ideas for new services.</p> <p>Let's review the meeting's goals.</p>
Ask for opinions	<p>Juan, what do you think about the current situation?</p> <p>Wendy, what's your opinion?</p> <p>Sara, I'd like your opinion on the situation.</p>
Ask for opinions	<p>Patricia, what's your point of view about the current situation?</p> <p>Park, can we have your thoughts about the current situation?</p> <p>Kiyoko, what do you think?</p>
Giving neutral opinions	<p>I think both options are good.</p> <p>Overall there's good and bad points for each option.</p> <p>I can see advantages and disadvantages for both.</p>
Interrupting	<p>Sorry, can I interrupt?</p> <p>Excuse me, can I interrupt?</p> <p>Yang, can I say something here?</p> <p>Carolina, sorry I don't agree.</p>
Finishing your point	<p>I haven't finished what I was saying.</p> <p>No wait a moment, this strategy needs more time.</p> <p>Can I just finish what I was saying?</p>
Disagreeing using questions	<p>Are you sure about that point?</p> <p>What's the evidence to support that idea?</p> <p>Is that really true in this case?</p> <p>Won't that idea put us even further behind schedule?</p>
Supporting other people's ideas	<p>I think there's a lot of support for that idea.</p> <p>That idea makes a lot of sense to me too.</p> <p>I've seen other examples that support this idea.</p>
Giving positive feedback	<p>True, I think it's a great point.</p> <p>That's right Sara and I'm glad you made that point.</p> <p>You've brought up a very valid point Vinod.</p>
Disagreeing using BUT	<p>It may be expensive, but I think it could generate a lot of business in the mid-term.</p> <p>It's a good idea, but we don't have enough budget.</p> <p>I understand what you mean, but I don't think it's feasible.</p>
Agreement: Limited agreement	<p>I agree with the main idea but not the timeframe.</p> <p>I'm not against it, but the timeframe is unrealistic.</p> <p>I see your point, but the timeframe is not realistic.</p>
Agreement: Wait to be convinced	<p>I can see what you're getting at.</p> <p>On the one hand I think it is a good idea, but on the other hand it is going to cost a lot more than expected.</p> <p>I just think we need more time.</p>
Agreement: Total disagreement	<p>I totally disagree.</p> <p>I couldn't agree less.</p> <p>It's not feasible, it's too expensive.</p>

Introducing a new opinion	<p>From a sales perspective we would gain market share.</p> <p>Here's what I've been thinking about this point. I've got something I'd like to share on this point.</p>
Introducing a new opinion	<p>How about this for an idea, what if we look at this from the opposite side?</p> <p>I'd just like to add something on this point. Let me just expand on this idea.</p>
Highlighting consequences	<p>If we did that, we could save 12%.</p> <p>As a result of this, the project would be more feasible.</p> <p>What this all means is time savings.</p> <p>If we do this, it will result in huge savings.</p>

Author

My name is Christopher Wright and co-director of TETC, The English Training Company (www.englishtco.com).

My company TETC and I have helped thousands of companies and professionals succeed in Business English and to become advanced Business English speakers.

See our books and articles published by Amazon, Oxford University and McGraw Hill.



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