

	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?</p>

	<p>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>
<p>Confirm best option</p>	<p>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.</p>