

## **MEETINGS AND ARRANGEMENTS**

### **MAKING AN APPOINTMENT**

- I suggest that we meet in person to discuss this further. Are you available this week/next week/tomorrow afternoon?
- I'm writing/calling to set up/arrange ..
- Where/when should we meet?
- What day/date would be convenient for you?
- When/where would you like to meet?
- How/what about Tuesday?
- Should I pick you up at/from?
- Could you collect me at...?
- Should you be unavailable on Monday at 6pm/at this time ...
- Should this not be convenient for you ...
- If Monday doesn't suit you ...

### **RESPONDING**

- That sounds fine.
- Yes, that would be good for me.
- I think that should be possible.
- Monday's bad for me, I'm afraid.
- No, I don't think that would be possible.

### **CONFIRMING AN ARRANGEMENT**

- Please confirm/reply ...
- Would you kindly confirm ...
- I would be grateful if you would confirm ...
- Let me know if/whether
- I'll send you an e-mail to confirm .....our meeting/what we have agreed upon/the terms of your order.
- I'd like to confirm ...

## **CHANGING AN ARRANGEMENT**

- I'm sorry but I can't do Thursday/make Thursday
- This is to let you know that I've had to put off/postpone ...
- I'm writing to call off/cancel ...
- I'm afraid I can't manage Friday. How about Wednesday instead?

## **TYPES OF MEETINGS**

- Informal meeting/chat
- Formal meeting
- Staff meeting
- Team meeting
- Project group meeting
- Department meeting
- Brainstorming
- Management meeting
- Board meeting
- Supervisory board meeting
- Management meeting
- Conference
- Meeting with a customer/supplier/boss
- Annual general meeting
- Emergency meeting
- Preliminary meeting
- Special meeting

## **BEFORE A MEETING**

- Hi Jack. Do you know who is coming to your meeting at 2:00?"
- Who all did you invite to the meeting?"
- Hi Jack. How long do you think the meeting will be?

- Is the meeting going to be more than an hour?
- What time was the meeting again?

### **CANCELLING THE MEETING**

- There are four people who will not be able to attend the meeting tomorrow. I am going to reschedule the meeting to a more convenient time.
- There is nothing new to discuss this week, so we are going to cancel this week's agenda meeting.
- I am running late this morning. Let's postpone the meeting until the afternoon.
- I can't make it in tomorrow, so let's cancel this week's meeting. I'll email everyone if something new comes up.
- I have another appointment that conflicts with your meeting. I will not be able to make it.
- I won't be able to go to the 3:00 meeting. I have another appointment at the same time.
- I can't go to the meeting at 4:00. I have a doctor's appointment. Can you take notes for me?
- I'm going to be out of town tomorrow, so I won't be able to attend the quarterly meeting. Can you send me a mail on the topics that were discussed?

### **WELCOMING PARTICIPANTS**

- Hello everybody. It's nice to see you all.
- Hello to everyone. I'm glad you could all make it today.
- Good morning everyone. Thanks for being here today.
- Good afternoon to everyone from me and my colleagues. I suggest we get started, shall we?

### **INTRODUCING**

- Hello, I'm Peter Jereb and I'm the sales manager.
- Hello to everyone. My name is Peter Vesel and I've worked at Frankfurt branch for over 20 years.
- Good morning, I'm Barbara Hribar and I'm the .new legal consultant.
- I'd like to introduce my colleagues/teams. This is ... from ...

- Before we begin, can I first introduce ... to you all?
- Before we begin please welcome our new ...

### **AGENDA**

- Let's have a look at the agenda.
- Our main objective today is to ..
- We're meeting today to discuss...
- There are x items on the agenda ...

### **BEGINNING THE MEETING**

- Let's begin with ...
- I'd like to begin the meeting with ...
- First, let's talk about ...
- Let's begin, shall we?

### **DURING A MEETING**

- I suggest we start with the first point on the agenda.
- So, let's start with
- Shall we start with ...
- So, the first item on the agenda is
- Shall we move on to the next item?

### **CLOSING AN ITEM AND MOVING ON TO THE NEXT**

- I suggest we conclude with this point.
- Let's move to point three, please ...
- I think we've covered everything regarding ...
- I think that covers the first item.
- If nobody has anything else to add ...
- Let's move onto the next item ...

- The next item on the agenda is...

### **DEALING WITH INTERRUPTIONS**

- Can I please ask you not to interrupt when someone else is speaking?
- David, hold on, please.
- Urška, we'll come back to you in a moment
- I'd really like everyone to present their point of view so please speak one at a time.
- I know what you mean but I think you're missing the point
- That's not the point, we're here to discuss...

### **ENDING THE MEETING**

- Before we close, let me just summarize the main points.
- To sum up, ...
- Shall I go over the main points?
- Can we fix the next meeting, please?
- So, the next meeting will be on... (day), the . . . (date) of.. . (month) at...
- That would be all for today
- Thanks for coming today.
- Thank you for your time and hard work. I'm looking forward to meeting you all again soon.
- Thank you all for attending.

### **ASKING FOR FEEDBACK**

- What did you think about my presentation?
- Did you think the meeting went ok?
- Can you provide feedback on the meeting we just had?
- Did you find the meeting useful?
- Is there any part of our discussion during the meeting that you are still unsure about?
- Does anyone want to add anything?
- Do you agree/disagree?

## **OFFERS AND NEGOTIATIONS**

- If you give our team more time, we will successfully close the project.
- If your company buys 100 000 products, we will give you a 15% discount.
- B&T will sign the contract if you lower the price.

→ IF CLAUSES, type one  
if + present simple, will future

- I'd like a couple of days to think this over.
- We'll need some time to think about it.
- Could we get back to you on this?
- Yes, I think we can accept this offer.
- We're sorry, but we can't agree.

## **INTERRUPTING SOMEONE**

- I'm sorry to interrupt, but I think ...
- Please, excuse me, but I would like to say/add ...
- Excuse me, please, but can I just add something?
- I'm sorry, I have a question ...

## **ASKING FOR CLARIFICATION**

- I'm not sure I understand what you're saying ... Do you mean that...?
- If I understand you correctly, you're saying that ...
- Can you explain what you mean, please?
- What makes you feel/think like this?

## **ASKING FOR OPINION**

- X, what do you think about that?
- How do we feel about that?
- Would you like to comment on that?
- Does anyone want to add anything?

- I'm interested in your opinion ...
- Do you agree?

### **GIVING OPINION**

- I'm convinced that ...
- In my opinion, it's absolutely clear that ...
- I firmly believe that ..
- I think that ...
- It seems to me that ...
- As I see it ...
- I think we must/should/can/could ...
- As far as I see it ...
- I'm not sure, but I think ...
- I have mixed opinions on/about ...

### **EXPRESSING AGREEMENT**

- I absolutely agree with you.
- Absolutely.
- X is completely right.
- Yes, that's right.
- I agree with you.
- I partially agree with you.
- I agree with you to a certain point.
- I agree in principle, but...
- By and large I would accept your views, but ...

### **EXPRESSING DISAGREEMENT**

- I'm sorry, but I don't agree with you.
- I'm afraid I can't agree with you.

- There is more to it than that.
- I am of a different opinion because
- I cannot agree with this idea.
- I totally disagree with you.
- I don't agree at all.
- I don't completely agree with you on that
- I really can't agree with you on that.
- I can't say that I share your view.
- I'm not totally convinced by your argument.