

## Business meetings

Business meetings are essential in professional environments for discussing ideas, making decisions, and coordinating plans. Being familiar with common meeting phrases will help you participate confidently and communicate effectively.

**Definition:** A business meeting is a gathering of two or more people to discuss business matters.

**Purpose:** Meetings are held to share information, make decisions, and collaborate on work-related topics.

### Types of Business Meetings

- A. **Regular meetings:** Regular, scheduled gatherings
- B. **Ad-hoc meetings:** Called to address urgent issues
- C. **Brainstorming meetings:** Focused on generating new ideas
- D. **Decision-making meetings:** Used to make important decisions

### Dialogue Example: Conducting a Business Meeting

**Manager:** Good morning, everyone. Let's get started. I'd like to begin by reviewing our agenda for today.

**Team Member 1:** Good morning! I'm ready to go through the agenda.

**Manager:** Great! First on the agenda is the quarterly sales report. We'll review our progress and set new targets.

**Team Member 2:** I think the sales targets are achievable, but we may need to adjust our approach to meet them.

**Manager:** I see your point. Does anyone have reservations about increasing the marketing budget to support this?

**Team Member 1:** No, I agree. Increasing the budget could help.

**Manager:** Excellent. Moving on, next on the agenda is our new customer feedback survey.

**Team Member 2:** Could you repeat the main objective of the survey?

**Manager:** Sure, the objective is to gather feedback to improve customer satisfaction.

**Manager:** To summarize, we've discussed the sales targets and the feedback survey. With that, I declare this meeting closed. Thank you all for your input.

### Essential Business Meeting Expressions

<p><b>1. Welcome and Introductions</b></p> <ul style="list-style-type: none"> <li>- Good morning/afternoon everyone, thank you for coming.</li> <li>- Let's go around the table and introduce ourselves.</li> <li>- I'd like to welcome [name] who is joining us for the first time.</li> </ul>	<p><b>2. Setting the Agenda</b></p> <ul style="list-style-type: none"> <li>- The purpose of today's meeting is to...</li> <li>- We have [number] items on our agenda today.</li> <li>- Let's begin with the first item on the agenda.</li> <li>- Does anyone have any additions to the agenda?</li> </ul>	<p><b>3. Presenting Information</b></p> <ul style="list-style-type: none"> <li>- I'd like to share some key insights with you.</li> <li>- As you can see from this graph...</li> <li>- The main takeaway from these figures is...</li> </ul>
<p><b>4. Asking for Opinions</b></p> <ul style="list-style-type: none"> <li>- What are your thoughts on this?</li> <li>- How do you feel about the proposal?</li> <li>- Does anyone have any concerns?</li> <li>- I'd be interested to hear your perspective on this.</li> </ul>	<p><b>5. Giving Opinions</b></p> <ul style="list-style-type: none"> <li>- In my opinion...</li> <li>- From my point of view...</li> <li>- I believe that...</li> <li>- Based on my experience...</li> </ul>	<p><b>6. Agreeing</b></p> <ul style="list-style-type: none"> <li>- I completely agree with you.</li> <li>- That's a great point.</li> <li>- I'm on the same page as you.</li> <li>- You've hit the nail on the head.</li> </ul>
<p><b>7. Disagreeing Politely</b></p> <ul style="list-style-type: none"> <li>- I see your point, but have you considered...</li> <li>- I understand where you're coming from, however...</li> <li>- I respectfully disagree because...</li> </ul>	<p><b>8. Clarifying Information</b></p> <ul style="list-style-type: none"> <li>- Could you please elaborate on that?</li> <li>- What exactly do you mean by...?</li> <li>- If I understand correctly, you're saying...</li> <li>- Could you give us an example of that?</li> </ul>	<p><b>9. Making Suggestions</b></p> <ul style="list-style-type: none"> <li>- Why don't we try...</li> <li>- Have we considered...</li> <li>- It might be worth exploring...</li> <li>- What if we approached it from this angle?</li> </ul>

<p><b>10.Interrupting Politely</b></p> <ul style="list-style-type: none"> <li>- Excuse me, may I add something?</li> <li>- Sorry to interrupt, but...</li> <li>- If I could just come in here...</li> <li>- Before we move on, I'd like to mention...</li> </ul>	<p><b>11.Keeping the Meeting on Track</b></p> <ul style="list-style-type: none"> <li>- Let's get back to the main topic.</li> <li>- We're running short on time, so let's move on to...</li> <li>- Can we table this discussion for now?</li> </ul>	<p><b>12.Delegating Tasks</b></p> <ul style="list-style-type: none"> <li>- Would you be willing to take charge of...?</li> <li>- [Name], could you be responsible for...?</li> <li>- Who would like to volunteer to...?</li> <li>- I think [name] would be perfect for this task.</li> </ul>
<p><b>13.Summarizing Points</b></p> <ul style="list-style-type: none"> <li>- To sum up the main points...</li> <li>- Let me recap what we've discussed...</li> <li>- The key takeaways from this discussion are...</li> </ul>	<p><b>14.Handling Difficult Situations</b></p> <ul style="list-style-type: none"> <li>- I appreciate your passion, but let's keep things professional.</li> <li>- Perhaps we could take this offline and discuss further.</li> <li>- Let's take a step back and look at this objectively.</li> <li>- I understand this is a sensitive topic. How can we address it constructively?</li> </ul>	<p><b>15.Encouraging Participation</b></p> <ul style="list-style-type: none"> <li>- [Name], we haven't heard from you yet. What are your thoughts?</li> <li>- Does anyone have a different perspective to share?</li> <li>- I'd like to hear from some of our quieter members.</li> </ul>
<p><b>16.Transitioning Between Topics</b></p> <ul style="list-style-type: none"> <li>- Now that we've covered [topic], let's move on to...</li> <li>- The next item on our agenda is...</li> <li>- Shifting gears, I'd like to discuss...</li> <li>- Before we wrap up, we need to address...</li> </ul>	<p><b>17.Giving Updates</b></p> <ul style="list-style-type: none"> <li>- I'm pleased to report that...</li> <li>- We've made significant progress on...</li> <li>- The current status of the project is...</li> <li>- Unfortunately, we've encountered a setback with...</li> </ul>	<p><b>18.Closing the Meeting</b></p> <ul style="list-style-type: none"> <li>- To wrap things up...</li> <li>- Let's quickly review our action items.</li> <li>- Thank you all for your contributions today.</li> <li>- Our next meeting will be on [date/time].</li> </ul>

### Following Up After the Meeting

- I'll send out the minutes of the meeting shortly.
- Please let me know if I've missed anything in the summary.
- Don't hesitate to reach out if you have any questions.