**Business Meetings**

**Introduction**

1. ***Business Meeting Vocabulary: Opening Phrases:***
2. **Let's get started**: This phrase is used to initiate the meeting and signal the beginning of the discussion. It is a simple and effective way to kick off the meeting.

EX: "Good morning, everyone. Let's get started. I'd like to begin by welcoming our special guest, Mr. Johnson."

1. **I'd like to begin by**...: This phrase is often used by the meeting facilitator to introduce the first agenda item. It sets the agenda and prepares participants for the discussion.

EX: "I'd like to begin by addressing the key objectives for today's meeting. We're here to discuss our new marketing strategy."

1. **We're here today to**...: This phrase provides a clear purpose for the meeting. It states the main objective and what participants can expect to accomplish.

EX: "We're here today to discuss the budget for the upcoming quarter and finalize our financial projections."

1. **First on the agenda is**...: This phrase is used to transition into the first topic of discussion, highlighting the order of agenda items.

EX: "First on the agenda is the quarterly sales report. We'll review our progress and set new targets."

1. **Our goal for today is to**...: It conveys the desired outcome or objective of the meeting, setting the stage for the discussion.

EX: "Our goal for today is to reach a consensus on the project's scope and deliverables."

1. ***Business Meeting Vocabulary: Agenda Items:***
2. **First, we'll discuss...**

**Example**: "First, we'll discuss the financial report for the last quarter and assess our revenue growth."

1. **Moving on to...**

**Example**: "Moving on to the second item on the agenda, we'll address the marketing campaign's performance."

1. Next on our list is...

**Example**: "Next on our list is the proposal for the new project, including timelines and resource allocation."

1. **Our following topic is...**

**Example**: "Our following topic is the customer feedback survey results and recommendations for improvement."

1. **Let's turn our attention to...**

**Example**: "Let's turn our attention to the HR department's recruitment plan for the upcoming quarter."

1. ***Business Meeting Vocabulary Decision-Making Expressions:***
2. **I propose that...**

**Example**: "I propose that we allocate a larger budget to our marketing campaign to maximize our reach."

1. **Are we in agreement?**

**Example**: "We've discussed the potential benefits of this new strategy. Are we in agreement to proceed with its implementation?"

1. **If I may make a recommendation...**

**Example**: "If I may make a recommendation, I suggest we collaborate with the new software vendor to streamline our processes."

1. **Does anyone have reservations about...?**

**Example**: "We've gone over the marketing plan. Does anyone have reservations about the proposed advertising channels?"

1. **I'd like to call for a vote...**

**Example**: "Considering the options presented, I'd like to call for a vote to determine our choice for the project lead."

1. ***Business Meeting Vocabulary Closing Remarks:***
2. **To summarize...**

**Example**: "To summarize, we've discussed the marketing strategy, budget allocation, and key action items for the next quarter."

1. **In conclusion...**

**Example**: "In conclusion, we're committed to implementing the new safety measures, and we'll communicate updates to all employees."

1. **To put it simply...**

**Example**: "To put it simply, our decision is to proceed with the merger, and the integration process will begin next month."

1. **Let's draw this meeting to a close...**

**Example**: "Let's draw this meeting to a close by confirming that we're aligned on our objectives for the upcoming quarter."

1. **With that, I declare this meeting closed...**

**Example**: "With that, I declare this meeting closed. We'll reconvene next week to assess our project's progress."