

## ภาษาอังกฤษเพื่อการประชุม (ENGLISH FOR MEETINGS)

### I ARRANGING A MEETING

3

1. Asking for a meeting
2. Suggesting a meeting time
3. Saying sorry and rescheduling a meeting
4. Confirming arrangements

### II STARTING A MEETING

3

1. Attracting people's attention
2. Welcoming participants to a meeting
3. Stating what the meeting is about
4. Clarifying the agenda
5. Assigning roles
6. Setting the ground rules

### III TAKING PART IN DISCUSSIONS

5

#### A. CHAIRPERSON

1. Opening items on the agenda
2. Closing items on the agenda
3. Dealing with action points
4. Handing over to another person
5. Keeping people on the topic
6. Dealing with interruptions
7. Asking for comments
8. Managing conflicts
9. Compromising
10. Keeping the meeting on course

#### B. PARTICIPANTS

1. Interrupting
2. Dealing with interruptions
3. Digressing

4. Asking for clarification
5. Going over things again
6. Giving a neutral opinion
7. Giving a tentative opinion
8. Giving a strong opinion
9. Strong agreement
10. Agreeing in a neutral way
11. Tentative or partial agreement
12. Strong disagreement
13. Neutral disagreement
14. Commenting positively on what people say
15. Making suggestions and recommendations
16. Persuasion
17. Inviting questions
18. Asking for a summary

#### **IV DEALING WITH OFFERS**

1. Asking for time to consider
2. Accepting an offer
3. Rejecting an offer

#### **V PROPOSING AND VOTING**

1. Making a formal proposal
2. Supporting a formal proposal
3. Putting an issue to a vote
4. Saying that you don't want to take part in a vote

#### **VI ENDING A MEETING**

1. Confirming what the meeting has decided
2. Confirming action and deadlines
3. Ending a meeting with any other business
4. Saying that it's time to close a meeting
5. Closing a meeting

10

11

11

## I ARRANGING A MEETING

### 1. Asking for a meeting

Could I suggest that we meet?

I was wondering if you might have time to meet on Monday.

Could we find a time to meet?

Can we arrange to meet sometime?

Can we meet and go over the details together?

### 2. Suggesting a meeting time

Could we schedule a time to meet next week?

Would it be possible for us to meet on Tuesday morning next week?

I'd like to schedule a meeting before the end of the month. Can you suggest a few dates?

How would Monday at nine o' clock be for you?

Would half past eight suit you?

How about Tuesday at ten?

### 3. Saying sorry and rescheduling a meeting

I'm afraid I have to ask you if we can reschedule our meeting next week.

I'm afraid that I'm going to have to postpone our meeting till later in the month.

Sorry to inconvenience you.

Could we postpone the meeting until Friday at the same time?

Would you be able to meet on Wednesday instead?

Would it be possible to meet a bit earlier/later?

### 4. Confirming arrangements

Let me make a note of the date and the time.

Can I check the details of the meeting with you again?

So, I look forward to seeing you on Monday at nine.

So that's Monday at 1 p.m. in your office.

## II STARTING A MEETING

### 1. Attracting people's attention

Could I have your attention please?



I think it's time we made a start.

## 2. Welcoming participants to a meeting

It's nice/great to see everyone.

I'm glad you could all make it today.

I would like to welcome you all.

It's good to see you all.

Thanks for being here today.

## 3. Stating what the meeting is about

We're meeting today to talk about.....

We'll be discussing.....

Our objective/aim in this meeting today is.....

I've called this meeting because.....

I've called this meeting in order to.....

## 4. Clarifying the agenda

I'd like to say a few words on the agenda.

On the agenda today for our meeting are.....

Can I ask you to look at the agenda?

Shall we follow the agenda in order?

Let's look at the first item on the agenda.

## 5. Assigning roles

Tom has agreed to take the minutes today.

Would you mind taking the minutes?

Jane will give us a presentation on.....

Peter will brief us on.....

Tony will present an analysis of....

Tim will be examining.....

Christina will be giving us an overview of.....

## 6. Setting the ground rules

Could I ask you all not to interrupt when someone else is talking?

If you want to speak, can you raise a hand?

Could you speak one at a time?

Could you make your disagreement positive?

### III TAKING PART IN DISCUSSIONS

#### A. CHAIRPERSON

##### 1. Opening items on the agenda

Can we move on to the next item?

Let's turn to the next item.

Let's take up the topic of.....

That brings us finally to any other business.

##### 2. Closing items on the agenda

I think that ties up that topic.

That covers that item.

Well, I think that's all we need to say about that issue.

Well, I think that resolves that issue.

Does anyone have any further questions at this point?

So, any more questions at this point?

##### 3. Dealing with action points

Jane, could you give us the highlights/findings of your report?

Peter, would you like to give us an update on.....?

James, what's the status of.....?

##### 4. Handing over to another person

I'd like to hand (it) over to Jim, who will tell us.....

Right Carol, over to you.

##### 5. Keeping people on the topic

Can we discuss that later, please?

Let's stick to the topic, please.

We'll come to that later on.

Let's not go into that now.

##### 6. Dealing with interruptions

We'll come back to you in a moment.

Just a second, please. I promise we'll come right back to you.

Hold on, please.

### **7. Asking for comments**

What do you think about that?

What do we all think?

What are your thoughts?

Would you like to comment on that?

Can I get some responses from you now?

Would you like to make a point here?

Does anyone want to say anything on that?

Would you like to add anything, Jenny?

Could I ask you to come in now, Martin?

I'd like to encourage your feedback.

Do you agree?

### **8. Managing conflicts**

There seems to be a misunderstanding/miscommunication here.

Why don't we try to sort this out by.....?

Could we go over this once more to make sure we understand.....?

Please carry on/go on.

Please finish what you have to say.

### **9. Compromising**

We're looking for a balanced, workable plan for all of us.

If we agree to....., would that be satisfactory?

Are you willing to accept at least ..... for a solution?

### **10. Keeping the meeting on course**

I'm afraid we're running out of time.

We need to keep an eye on the time.

Let's all try to make it as brief as possible.

We're starting to lose sight of the main point.



Could you meet privately with.....to discuss that?

## **B. PARTICIPANTS**

### **1. Interrupting**

Sorry, but.....

Sorry to interrupt, but I feel that.....

Could I come in here?

Can I just ask you?

I'd like to make a point here, if I could.

Can I just say something about that?

### **2. Dealing with interruptions**

Actually, if you could just let me finish....

Actually, I've nearly finished.....

### **3. Digressing**

If I could just comment on a related topic for a moment.

That brings us to another related issue.

### **4. Asking for clarification**

I'm not sure I understand what you're saying.

I'm not sure I follow your point about....

Sorry, could you repeat that/your point about.... please?

Sorry, but could you outline the main points again?

I don't exactly follow (you). Could you go over that again?

Could you explain (it) again?

I don't quite see what you mean.

If I understand you correctly, you think that.....

Just to make sure I understand. When you say.....you're talking about..... Is that right?

Do you mean that.....?

Are you saying that.....?

### **5. Going over things again**

What I'm trying to say is that.....

I'll just clarify again what we've come up with so far.

I'll go over that again to make sure it's clear.

I'll just go through what we have suggested.

Let me put it another way.

In other words, .....

Is that clear to everybody?

Does that clarify things?

Have I made that clear enough?

#### **6. Giving a neutral opinion**

I think that.....

In my opinion.....

It seems to me that.....

#### **7. Giving a tentative opinion**

It might be the case that.....

Perhaps we should.....

I tend to think that.....

Is it possible that.....?

#### **8. Giving a strong opinion**

I'm convinced that.....

It's (absolutely) clear that.....

There's no doubt in my mind that.....

#### **9. Strong agreement**

I agree with you entirely.

I totally/completely agree.

You're completely right.

I couldn't agree with you more.

Absolutely. I think it's a fantastic idea.

We see eye to eye on this.

#### **10. Agreeing in a neutral way**

I think you're right.



I'm of the same mind/opinion as you.

We're in agreement about.....

That's right.

I agree.

### 11. Tentative or partial agreement

To a certain extent I agree.

I partially agree, but.....

I can agree with that up to a certain point.

I think I can agree up to a point.

I support the idea up to a point.

Yes, but.....

### 12. Strong disagreement

I completely disagree.

I really do differ with you on that point.

I have to object to how this is being handled.

No, I think you're wrong there.

### 13. Neutral disagreement

I disagree.

I can't go along with that.

I think you might be wrong there.

I'm afraid I can't agree with you there.

### 14. Commenting positively on what people say

That's really/extremely interesting.

That was very useful.

You've made some very good points.

That's an interesting point.

### 15. Making suggestions and recommendations

My suggestion/recommendation is.....

I'd like to suggest we.....

Let me make a recommendation.

Can I make a suggestion?

How about if we.....?

Couldn't we just.....?

What about if you.....?

Why don't we.....?

### **16. Persuasion**

I think it's in our best interest if we.....

The benefit/advantage is clear if we.....

Let me try to explain the benefit/advantage a bit more clearly.

### **17. Inviting questions**

I welcome your feedback.

Please feel free to ask me questions at any time.

Any questions so far?

### **18. Asking for a summary**

Can you summarize the main points for me please?

So what would you say are the main/actionable points here?

## **IV DEALING WITH OFFERS**

### **1. Asking for time to consider**

I need some time to think about this.

I'd like a couple of days to think this over.

Can I get back to you on that?

### **2. Accepting an offer**

I think we'll go for that.

That sounds good to me.

That would be great.

### **3. Rejecting an offer**

Sorry, I'm not able to go ahead with this.

Sorry, but I'm not able to go along with that.

I don't see how I can agree to that.

I don't think that would be possible.

I'm afraid I can't agree.

## V. PROPOSING AND VOTING

### 1. Making a formal proposal

I would like to propose that.....

I propose to the board that we.....

### 2. Supporting a formal proposal

Would anyone like to second that?

Is anyone willing to second Mr. Watson's proposal?

I second that.

I'll second it.

### 3. Putting an issue to a vote

Can we have a vote on this?

Let's put this to a vote.

All in favour? Those against?

### 4. Saying that you don't want to take part in a vote

I abstain.

## VI ENDING A MEETING

### 1. Confirming what the meeting has decided

Just to confirm, we're going to.....

Well, it seems that we are all agreed that we should.....

We've decided that.....

It's always better to summarize decisions formally.

I think we've come up with two projects.

Can we wrap up what we've discussed?

Shall I sum up today's meeting?

Let's recap on what we've discussed.

### 2. Confirming action and deadlines



I should be able to give you an answer by Monday.

I will get back to you by the end of April.

So you'll check that by what date?

### **3. Ending a meeting with any other business**

Has anybody got anything else they want to raise before we wrap up?

Any other business?

### **4. Saying that it's time to close a meeting**

Let's try to finish on time.

Let's wind things up here.

It's quite late and we're a bit pressed for time.

I don't want to let this discussion run over time.

### **5. Closing a meeting**

That's it/all for today.

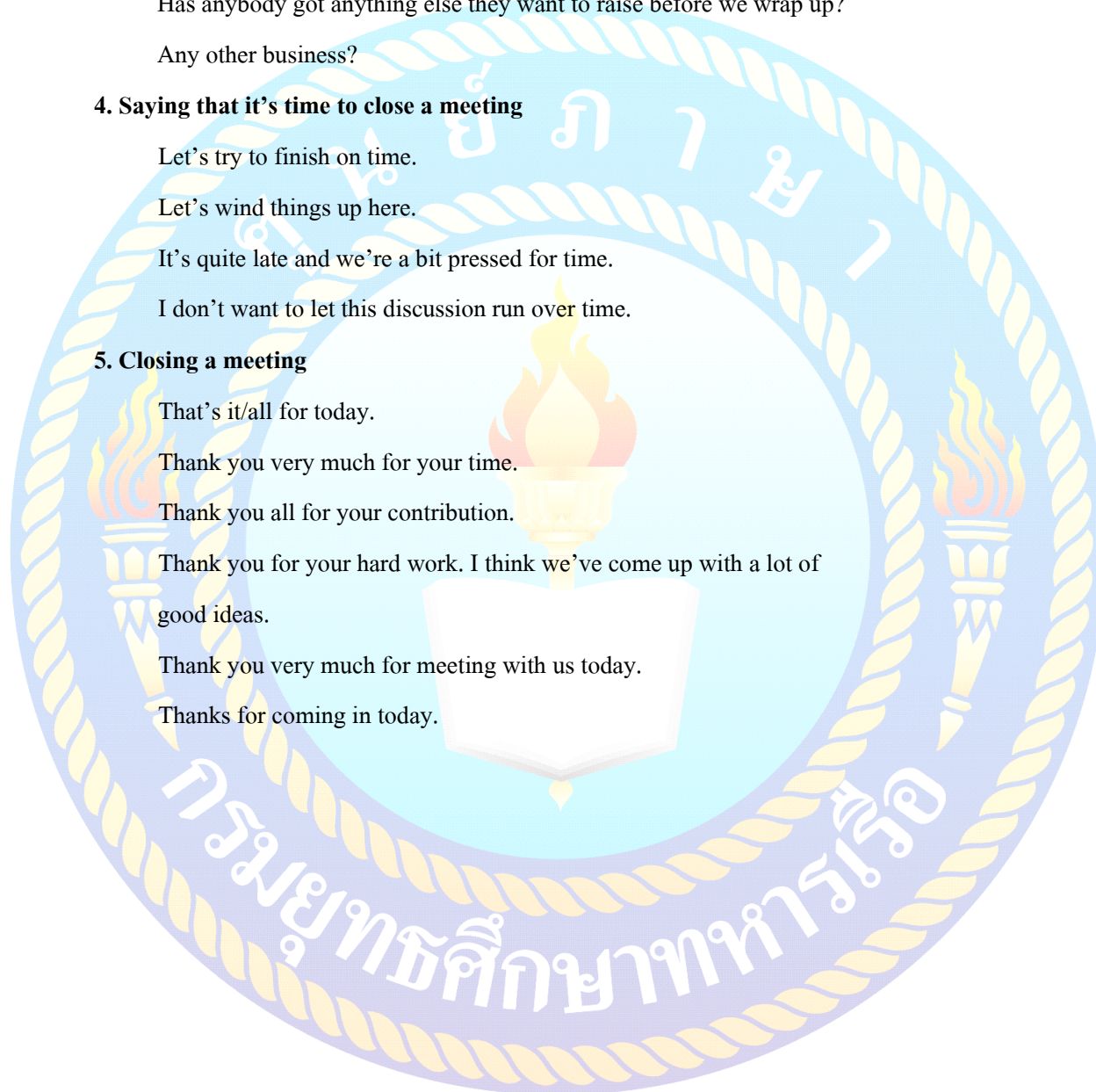
Thank you very much for your time.

Thank you all for your contribution.

Thank you for your hard work. I think we've come up with a lot of good ideas.

Thank you very much for meeting with us today.

Thanks for coming in today.



**REFERENCES**

Richey, Rosemary. Top Tips for Business English Teaching Meeting Skills. MED Magazine, Issue 23, October, 2004

Stephens, Bryan. Meetings in English. Thailand: Macmillan, 2011

Thompson, Kenneth. English for Meetings. China: Oxford University Press, 2007

<http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit2meetings/1agenda.shtml>

<http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit2meetings/2interruptions.shtml>

<http://www.englishspeakingonline.com/how-to-speak-better-english-in-meetings/>

