ENGLISH FOR MEETINGS AND TELECONFERENCES

MHC
BUSINESS LANGUAGE TRAINING

TOPIC	PHRASES
Pre-Conference / Pre-Meeting Call	I'm calling to ask if you're available for a confcall / meeting on..? Would you have time for a telcon / meeting later this week? I'd like to invite you to a telco on .. Are you able to attend our conference call / meeting on..? Could you confirm if you've received the agenda? Would you like to make any amendments to the itinerary?
Opening the Confcall / the Meeting	Good morning / Good afternoon everyone. If we're all here, let's begin / let's get started. If you don't mind, we'll start with a roll call. Hello everyone, I think we're ready to begin. It seems we're all present, let's make a start, shall we? I would like to begin by welcoming .. _____ It's a pleasure / We're pleased to welcome .. _____ Okay, let's get straight down to business.
Reading the Minutes / Stating the Objectives	I'd like to quickly go through the minutes of the last meeting. First, let's go over the summary of last week's meeting. This is our first meeting so let's get straight down to business. We're here today to assess / discuss / evaluate .. Our aim / purpose / objective / goal during our telcon / meeting is .. I've called this meeting in order to .. By the end of this meeting I'd like some kind of decision on this.
Apologies for Someone who is Absent	I'm afraid _____ cannot join us today. Unfortunately, _____ is unable to take part. Regretfully, _____ couldn't make it, but we'll go on without him/her. I'm sorry to say _____ is held up and won't be joining us today.
Interrupting Politely / Getting Back to Topic	Excuse me, sorry to interrupt, but .. Do you mind if I jump in / cut in here? Anyway, where was I / where were we? _____, you were saying / telling us about .. Please go on.
Expressing Lack of Understanding	I'm afraid I don't quite understand. What do you mean exactly? Sorry, I don't quite follow you. What was that again? I'm not sure I'm quite with you. Could you run that by me again? Maybe I'm missing something here. Could you go over that once more?
Bringing Someone into the Discussion	_____, I'd love to hear / I'd appreciate your view on this. _____, where do you stand / what's your position on this issue? _____, tell us what you think / what's your opinion. _____, I'm curious to hear your point of view on this. _____, can you tell us about / fill us in on ..? _____, can you bring us up to speed / date on ..? I believe _____ has something to add to this point. What do you feel about the last comment / last point _____? Over to you, _____ / Any comments _____? What do you think _____? / What are your thoughts _____? _____, where do you stand? _____, I believe you have something to add to this point. _____, over to you / any comments? _____, what do you think? / What are your thoughts on this?
Most Popular Web Conferencing Applications	GoToMeeting / GlobalMeet / WebEx / Electromeet / iLinc / Adobe Connect Pro / InterCall / ClickMeeting / ReadyTalk / FUZE Meeting / Onstream Meetings

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Closing and Introducing New Items	I think that's taken care of that item. I think we should close that point and move on to .. Right, I think we've covered that. Let's turn to .. Let's close / finish / wrap it up there. I suggest we move on to the next item. Now we've discussed x, let's move on to y. Why don't we move on to .. ? Right, let's turn to .. / move on to .. If no-one has anything to add, let's continue with .. Now we come to the question / issue of ..
Queries & Comments / Breaking Bad News	Are you saying / suggesting / telling us .. ? Are you trying to say / Do you mean ..? I've been asked to inform you that .. It seems / appears / is felt that .. I'm afraid / sorry to say that .. The suggestion / basic idea is that ..
Supportive Disagreement Strategies	While I agree with much of what you say, I think .. I like the idea of .. , on the other hand .. I understand how you feel, nevertheless .. I'm with you on the issue of .., however .. I agree with you up to a point, but … That's not entirely how I see it. Have you considered ..?
Managing the Discussion	Perhaps we can come back to this later? Let's move on to the next item on the agenda. We seem to be getting side-tracked here. Can we get back to what we were discussing earlier? Perhaps we could speed things up a little. Maybe we should take a short break at this point?
Contrasts and Contradictions – Alternatives to "But"	All the same — Although — And yet — Despite — In spite of (the fact that) Even so — Even though — However — Nevertheless — Though — Where as While — Whilst — Nonetheless — That (being) said — On the other hand
Cause and Effect – Alternatives to "Because"	As — As a result of .. — Due to .. — Seeing as .. — Since ..— Thanks to .. — Owing to .. — In view of the fact (that) .. — Considering .. — Now that ..
Expressing Agreement	I (fully) agree — I'm with you — I couldn't agree with you more — You're absolutely right — That's exactly how I feel — You have a point there — I was just going to say that — I couldn't have put it better myself — Here, here!
Expressing Disagreement	I don't think so — I'm afraid I disagree — I beg to differ — Well, not necessarily — That's not always the case — That's not entirely true — I'm not sure about that
Summerising and Closing	Before we close, let's go over the main points. Let me go over today's most important points. Okay, to sum up .. / to recap the key points. Are we all clear about what we need to do before the next meeting? Right, it looks as if we've covered all the items. If there are no other comments, I'd like to wrap it up there. Let's bring this meeting to a close. Okay, that's a wrap. Can we set a date for the next meeting? Thank you all / everyone for coming / attending / joining us. That's it for today, see you / speak to you soon.