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English for Meetings

Speak confidently in any Meeting: 50 power phrases you must know

Your quick-reference guide to sounding professional, polite, and confident - in both face-to-face and virtual meetings

Opening the meeting & participation

OPENING THE MEETING

Tip: Make participants feel welcomed and set expectations.

Phrases:
- **I appreciate you taking the time to be here today.**
- **Before we get started, let's do a quick round of introductions so that everyone knows who's here.**
- **It's a pleasure to welcome you all to today's meeting.**
- **Here's what we'll be covering today: [agenda points].**
- **We'll start with [agenda item], move on to [second agenda item], and wrap up with [final item].**

Micro-dialogue example:

A: "Here's what we'll be covering today: the budget review, project timelines, and next steps."
B: "Perfect, thanks for the overview!"

PARTICIPATION AND ENGAGEMENT

Tip: Encourage input politely.

Phrases:
- **If you have a question or comment, feel free to use the chat or raise your hand.**
- **To make the most of our time, let's keep our input concise and on-topic.**

Micro-dialogue example:

A: "Can I add something here?"
B: "Sure, please keep it brief so we stay on track."

Technical issues and handling interruptions

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VIRTUAL/TECH ISSUES

Tip: Stay calm and professional.

Phrases:
- **You keep cutting out.**
- **The connection is bad.**
- **We can't hear you very well.**
- **There's a bit of an echo.**
- **Your screen is blank.**
- **Jane's video has just frozen.**
- **Requests / Fixes:**
- **Can you unmute yourself, please?**
- **Could you move closer to your microphone?**
- **Can you say that again?**
- **Would you mind using the mute button?**

Micro-dialogue example:

A: _"Your screen is blank."_
B: _"Oh, sorry! I'll reconnect."_

MANAGING INTERRUPTIONS AND SIDE NOTES

Tip: Stay polite but assertive.

Phrases:
- **That's a valuable point, but let's park it for now and come back to it later.**
- **We've got limited time, so let's stick to our priorities.**
- **Let's hear [Name]'s thoughts first, then we'll go to [Name].**

Interrupt politely:

- **I didn't mean to interrupt, but I have a quick question.**
- **Sorry, I was wondering if I could add something here?**

Micro-dialogue example:

A: _"I think we should add this topic now."_
B: _"That's interesting, but let's park it and return later — we need to finish the agenda first."_

Proposing ideas & agreeing/disagreeing

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PROPOSING IDEAS AND SOLUTIONS

Tip: Suggest confidently and clearly.

Phrases:
- **What if we tried…?**
- **The main benefit of this approach is…**
- **Another option could be…**
- **We might want to consider…**

Micro-dialogue example:

A: "What if we tried moving the deadline forward?"
B: "That could work, but we need to check resources first."

AGREEING & DISAGREEING

Tip: Be diplomatic, even when disagreeing.

Agreeing phrases:

- **You're absolutely right.**
- **I couldn't agree more.**
- **I'm totally with you.**
- **That makes sense.**

Disagreeing phrases:
- **I see where you're coming from, but…**
- **I'm not so sure about that.**
- **I'm afraid I can't go along with that.**
- **I completely disagree.**

Micro-dialogue example:

A: "I think we should increase the budget."
B: "I see where you're coming from, but we may need to reallocate first."

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WRAPPING UP

Tip: Summarize and confirm next steps.

Phrases:
- I think we've covered everything on the agenda.
- That brings us to the end of today's meeting.
- Before we finish, let's quickly summarize what we've agreed on.
- To recap, we decided to ... (allocate additional resources to the development team.)
- It might be helpful to set a follow-up on this.

Micro-dialogue example:

A: *"To recap, we decided to allocate extra resources to the development team."*
B: *"Great, I'll update the plan and share with everyone."*

If you found this guide useful, you'll love the full English for Meetings course - where you practice these and a lot more phrases naturally, gain confidence, and handle any meeting like a pro.

Want to know more info:
https://bubbles.center/en/english-for-meetings/