

# Meetings - Useful Phrases

**You can use the following phrases to talk in a meeting:**

- Welcome, everyone! The purpose of today's meeting is to discuss...
- The main reason for this meeting is...
- What we need to decide/ talk about/ think about today is...
- The first item on the agenda, that we need to discuss today, is...
- I'm not sure I understand what you mean by...
- Before we move on, I think we need to look at...
- I'm sorry, but I don't believe we've talked about...
- Excuse me for interrupting.
- I understand that we can't do that, but can we discuss alternatives?
- What do you think (about this/ about that)?
- I strongly believe/ I really believe/ I firmly believe...
- I really think...
- I totally agree.
- I have to disagree.
- (That's a) good point, but...
- The best solution would probably be...
- We should (probably) consider/ think about...
- Can you repeat that please?
- This is what we've agreed on:
- So we've decided to...
- I guess that will be all for today. Thanks for coming.

## ZEP

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