



English for Meetings

UNIT TITLE		TOPICS	USEFUL LANGUAGE AND SKILLS
1	Could we meet next week?	Arranging a meeting Confirming a meeting by email Rescheduling a meeting	Using first names Apologizing for changing a meeting time Getting emails right General meeting vocabulary
2	Can we make a start now?	Saying hello and making introductions Starting a meeting Stating the objectives Introductions	Making small talk Writing formal and informal agendas Chairing a meeting
3	Can I make a point here?	Reporting progress Explaining cause and effect Interrupting and dealing with interruptions	Interrupting politely Asking for clarification Giving your opinion Video conferencing
4	I' m not sure I agree	Asking for comments and contributions Expressing strong and tentative opinions Agreeing and disagreeing	Disagreement and criticism in different cultures Diplomatic language Resolving conflicts
5	It' s a deal	Responding to offers Buying time Taking a vote Summarizing the results of a meeting	Reaching agreement Talking about possibilities Controlling the timing of a meeting Intercultural communication
6	So, I think we' re finished for today	Ending a meeting and thanking participants Confirming decisions and action points Follow-up emails Saying goodbye	Talking about plans Formal and informal minutes Mixing business and pleasure