

## BUSINESS MEETING VOCABULARY

### Opening the meeting

Let's start our session on...

I'm delighted to welcome everyone.

Thank you for joining us today.

I'm grateful for your presence today.

I'm eager to hear your valuable insights.

### Setting the agenda

Let's dive into our agenda.

Our primary objective today is...

Let's outline our strategic objectives.

Our itinerary today covers...

### Inviting participation

I encourage open dialogue.

Feel free to contribute your insights.

I value everyone's input on this matter.

Please share your perspectives.

Your viewpoints are invaluable.

I'm keen to receive your feedback.

### Offering opinions or suggestions

My strategic recommendation is...

My proposition is...

It might be beneficial to consider...

I propose a different approach to...

I suggest we shift our focus to...

### Sharing updates

The current status is as follows...

Our recent



LANGUAGE PARADISE

milestones include...

The latest updates on this are...

I'd like to update you on...

Recent advancements show...

Let me brief you on the progress of...

I'm here to report on the latest...

The current phase of our plan is...

### **Agreeing or supporting ideas**

I endorse your recommendation.

I'd like to add my full support to...

Your idea resonates with our strategy, so I'm fully on board.

I'm in total agreement.

### **Disagreeing or offering alternatives**

I have a different interpretation of...

Perhaps we should reevaluate...

I'm not entirely convinced about...

I'm inclined to differ on...

I have reservations regarding...

Let's rethink our approach to...

I'd like to offer a different insight into...

Perhaps a different strategy would be...

### **Moving on to another topic**

Moving onto our next item of discussion...

Transitioning our focus to the next topic...Shifting our attention to...

Moving forward to our next point...

### **Clarifying or asking questions**

Could you explain further?

I need some clarification on...

May I inquire about...

I'm interested in hearing more about...

Could you elaborate on your perspective?

**Keeping a discussion on track**

I suggest we refocus on the main issue.

Let's steer our dialogue back to

I propose we redirect our attention to...

I propose we refocus our discussion on...

**Summarizing ideas**

To sum up, our key decisions are...

In closing, let's recap our agreed tasks.

In brief, our collective decision-making points towards...

In a nutshell, we have resolved to prioritize...

**Managing time and focus**

Let's be mindful of our allotted time.

I propose we streamline our discussion on...

To optimize our time, let's prioritize...

To economize our time, let's focus on...

To be time-conscious, let's quickly cover...

**Closing the meeting**

As we conclude our session...

In wrapping up today's meeting...

Let's bring our session to a close.

Thank you for a productive meeting.

As we draw this meeting to an end...

I appreciate your active engagement today.

Thank you for your valuable contributions.

I'm grateful for your insights today.

We'll wrap up with these final remarks.

Thank you for a constructive session.