

# Meeting English Phrase Cheat Sheet

(100+ Commonly Used Phrases for Every Stage of a Meeting)

## ■ 1. Greeting & Starting the Meeting

- Good morning, everyone. Thanks for joining.
- Let's get started, shall we?
- I appreciate you all being on time.
- Let's quickly run through today's agenda.
- Before we begin, can we do a quick round of introductions?
- Has everyone received the meeting invite and agenda?
- We'll try to finish on time today.
- Please make sure your microphones are on mute if you're not speaking.
- I'll be taking notes for today's session.
- Let's welcome our new team member.

## ■ 2. Clarifying & Asking Questions

- Could you please explain that a bit more?
- Sorry, could you run that by me again?
- What exactly do you mean by that?
- Just to clarify, are you saying...?
- I'm not sure I follow. Can you simplify that?
- So, if I understand correctly, you're suggesting...
- Can you give an example?
- How would that work in practice?
- Is that within our scope for this project?
- Does anyone have questions before we move on?

## ■ 3. Agreeing & Supporting Ideas

- I completely agree with that.
- That's an excellent point.
- I think you're absolutely right.
- I support that approach.
- That could really work well.
- Yes, that aligns with our goals.
- I see your point, and I agree.

- That's a smart idea.
- I'm on board with this plan.
- This could save us a lot of time.

#### ■ 4. Disagreeing Politely & Sharing Opinions

- I see your point, but I have a different perspective.
- That's interesting, but here's another way to look at it.
- I'm not fully convinced about that.
- I'm concerned that it might be too risky.
- We might want to explore other options.
- Could we consider an alternative?
- That might be challenging due to our budget.
- Let's think about the potential downsides.
- I understand, but I think there's a better solution.
- I respect that opinion, but I'd like to suggest...

#### ■ 5. Interrupting & Taking the Floor

- Sorry to interrupt, but...
- If I could just add something here...
- May I jump in for a second?
- Can I say something quickly?
- Let me clarify that point.
- Before we move on, I'd like to comment.
- Could I make a quick suggestion?
- Sorry, can I just finish this thought?
- I promise I'll be quick.
- Can we come back to this point later?

#### ■ 6. Managing the Discussion

- Let's stay on topic, please.
- We're running out of time, so let's move on.
- Can we park this topic for another meeting?
- Let's hear from someone who hasn't spoken yet.
- Let's keep the answers brief.
- We need to prioritize the key issues.
- Let's focus on solutions, not problems.

- Can we stick to the agenda?
- We'll revisit this if we have time at the end.
- Let's assign action points as we go.

## ■ 7. Closing the Meeting

- Let's quickly recap what we've decided.
- Are there any final questions or comments?
- Let's agree on the next steps.
- I'll send the meeting minutes after this.
- Thanks, everyone, for your time.
- This was a productive discussion.
- Let's schedule a follow-up meeting.
- Please complete your tasks before the next meeting.
- That's all for today's meeting.
- Have a great day ahead, everyone.

## ■ Tips Section

- Use polite tone and clear voice.
- Paraphrase to confirm understanding.
- Always end with action points and deadlines.