

Language for meetings

LANGUAGE FOR CHAIRING A MEETING

Opening the meeting

Good morning/afternoon, everyone.

If we are all here, let's . . .

. . . get started

. . . start the meeting.

. . . start.

Welcoming and introducing participants

We're pleased to welcome . . .

It's a pleasure to welcome . . .

I'd like to introduce . . .

I don't think you've met . . .

Stating the purpose/objective/aim

We're here today to . . .

Our aim is to . . .

I've called this meeting in order to . . .

By the end of this meeting, we need a clear recommendation.

Giving apologies for absence

I'm afraid . . . can't be with us today. She is in . . .

I have received apologies for absence from . . ., who is in . . .

Reading the secretary's report of last meeting

First let's go over the report from the last meeting, which was held on . . .

Here are the minutes from our last meeting, which was on . . .

Dealing with Matters Arising

Peter, how is the information technology (IT) project progressing?

Sarah, have you completed the report on the new accounting package?

Has everyone received a copy of Jeremy's report on his marketing visit?

So, if there are no other matters arising, let's move on to today's agenda.

Introducing the agenda

Have you all seen a copy of the agenda?

There are three items on the agenda. First, . . ., second, . . . and third, . . .

Shall we take the points in this order?

I suggest we take item 2 last.

Is there Any Other Business?

Allocating roles (secretary, participants and chairperson)

. . . has agreed to take the minutes.

. . ., would you mind taking the minutes?

. . . has kindly agreed to give us a report on this matter.

. . . will lead point 1, . . . point 2, and . . . point 3.

Agreeing the ground rules for the meeting (contributions, timing, decision-making, etc)

We will hear a short report on each point first, followed by a discussion round the table.

I suggest we go round the table first.

The meeting is due to finish at . . .

We'll have to keep each item to ten minutes. Otherwise we'll never get through.

We may need to vote on item 5, if we can't get a unanimous decision.

Introducing the first item

So, let's start with . . .

Shall we start with . . . ?

So, the first item on the agenda is . . .

Pete, would you like to kick off?

Martin, would you like to introduce this item?

Closing an item

I think that covers the first item.

Shall we leave that item?

If nobody has anything else to add, . . .

Next item

. . . let's move onto the next item

The next item on the agenda is . . .

Now we come to the question of . . .

Asking for contributions

We haven't heard from you yet, George. What do you think about this proposal?

Would you like to add anything, Anne?

Anything to add, Helen?

Handing over to another person

I'd like to hand over to Mark, who is going to lead the next point.

Right, Dorothy, over to you.

Keeping the meeting on target (time, relevance, decisions)

We're running short of time.

Please be brief.

I'm afraid we've run out of time.

We'll have to leave that to another time.

I'm afraid that's outside the scope of this meeting.

We're beginning to lose sight of the main point.

Keep to the point, please.

I think we'd better leave that for another meeting.

Are we ready to make a decision?

Shall we vote on Mary's proposal?

Clarifying

Let me spell out . . .

Is that clear?

Do you all see what I'm getting at?

to clarify
to explain
to interpret
to put another way
to put in other words
to recap

Summarizing

Before we close, let me just summarize the main points.
To sum up, . . .
In brief, . . .
Shall I go over the main points?

a summary
a report
a write-up

Agenda completed

Right, it looks as though we've covered the main items.
Is there Any Other Business?

Agreeing time, date and place for next meeting

Can we fix the next meeting, please?
So, the next meeting will be on . . . (day), the . . . (date) of . . . (month) at . . .
(time) in the meeting room. Is that OK for everyone?
What about the following Wednesday? How is that?
So, see you all then.

Thanking participants for attending

I'd like to thank Marianne and Jeremy for coming over from London.
Thank you all for attending.
Thanks for your participation.

Closing meeting

The meeting is closed.
I declare the meeting closed.
