

How to Lead a Business Meeting in English



10 Important Phrases You Must Know!

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Opening the Meeting:

1. "If everyone is here, I think we'll get started"
2. "Today's agenda includes_____"

Transitioning to a New Topic:

3. "Please turn your attention to_____."
4. "Moving on, let's take a look at our next item of business."
5. "We have sidetracked a bit. Let's go back to _____."

Closing the Meeting:

6. "The main points that we have covered today are_____."
7. "I'd like to sum up today's meeting by saying_____."
8. "It seems as though we have run out of time for today."
9. "Thank you very much for making the time in your schedules for today's meeting."
10. "Please forward any follow up questions to me by email."

This guide was prepared by English and Culture Tutoring Services for international professionals. If you would like more information about our private English language classes and cross cultural training services in Boston, MA and New York, NY please visit us online at <http://www.englishandculture.com> or contact us at info@englishandculture.com



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