Meetings

**Participating in a discussion** Additional phrases

I'm convinced that ...

I'm sure you're right, xxx.

OK, I see your point.

So it looks like everyone agrees with the proposal.

**Participating in a discussion** Reaching a decision

Does everyone agree?

Is everyone happy with that?

Are we all agreed?

**Participating in a discussion** Acknowledging what someone else says

Yes, good point.

I take your point.

**Participating in a discussion** Disagreeing

I don't agree.

Yes, but ...

I'm not quite sure about that.

**Participating in a discussion** Agreeing

I agree.

Exactly.

Absolutely.

I couldn't agree more.

**Participating in a discussion** Entering a discussion / interrupting

Sorry, xxx, could I say something here?
Phrasebook

Sorry, could I ask a question about that?

There's something I'd just like to say here.

**Participating in a discussion** Giving your opinion

Personally, I feel we should ...

I think we should ...

In my opinion, we should focus on ...

From my point of view, we should ...

**Suggesting and recommending** Additional phrases

One idea is to ...

The best thing would be to ...

What a good idea!

**Suggesting and recommending** Responding

I really like it.

It's a good idea.

Sorry, but I don't think that would work.

I'm not sure.

Great!

**Suggesting and recommending** Recommending

I think we should consider ...-ing ...

We might be better off ...-ing ...
Phrasebook

It's probably worth investigating it further.

It might prove expensive ...-ing ...

I have a few reservations about your suggestion.

Yes. I'd recommend that xxx looks into it for us.

**Suggesting and recommending**

**Suggesting**

What about ...-ing ...?

How about ...-ing ...?

Maybe we should ...

Have you thought about ...-ing ...?

We could always ... . Why don't we ...?

**Presenting**

**Giving a presentation**

Additional phrases

I've come here today to talk about ...

One other thing that I'll be looking at is ...

I'd now like to turn to ...

To sum up, let's just look again at the three main issues.

Sorry, could you say your question again, please?

**Giving a presentation**

Responding to questions and comments

Good question.

I know what you mean, but ...
Phrasebook

Sorry, I don't think I follow you.

I totally agree with you.

Can I get back to you on that one?

**Giving a presentation** Closing

That's everything I want to say.

That brings me to the end of my presentation.

Thanks for listening.

Are there any more questions?

**Giving a presentation** Summarizing and concluding

To summarize, there are ...

In conclusion, I'd like to say that ...

To conclude, I'd just like to ...

**Giving a presentation** Explaining

The main reason for this is ...

The best thing about this is ...

We think it's a good idea because ...

**Giving a presentation** Referring to visuals

Let's look at this diagram for a moment.

As you can see, ...

You'll notice that this chart only shows ...
Giving a presentation Introducing information
So the purpose of today is for you to become familiar with ...
As you know, our company is going to ...
In other words, we will need to ...
Now, up on the screen you can see the ...

Giving a presentation Signposting
Now I’m going to move on to ...
Now I’d like to talk about ...

Giving a presentation Previewing
First, I’ll talk about ...
Then we’ll look at ...
And finally I’ll talk about ...
Feel free to ask any questions during the presentation.
I’ll take questions at the end.

Giving a presentation Starting
Good morning and thanks for coming.
Let’s start, shall we?
My name’s xxx and I’m going to tell you about ...

Describing functionality Additional phrases
One way of using this … is …
Phrasebook

In addition to ...-ing ..., it's also ...

Can I ... with this?

Although this has ..., it doesn't have ...

**Describing functionality** Comparing

On the one hand, ..., but on the other hand ...

The good news is ..., but the bad news is ...

It looks very similar to ..., but what's different is ...

Whereas before ..., ... now ...

It might seem a bit difficult to use at first, but in fact it's very simple.

One downside is that it's ..., but on the plus side it's ...

**Describing functionality** Asking questions about functionality

Will it let me ...?

Will it allow me to ...?

How does it know what to do?

What happens when ...?

**Describing functionality** Explaining additional features and benefits

One other useful feature is that it ...

As well as ...-ing, you can also ...

The better the ..., the more ... the ...

**Describing functionality** Explaining how something works

Let me explain how it works.
Phrasebook

One thing to note is that ...

The main thing to note is that ...

What happens is that you ... and ... .

Basically, ...

It’s a bit like ...

You can see what happens when you ...