



Meeting in person

Greeting

Nice to see you again in person after all this time.
Handshake or fist bump?
It's lovely to see you in person.
There is disinfectant on the table.
The room will be ventilated every 20 minutes.

Giving Opinions

It strikes me that...
To my mind...
As I see it...
The way I see things...
I tend to think that...

Clarifying

Have I made that clear?
Let me put this another way...
I'd just like to repeat that...
In a nutshell...

Interrupting

May I just say cut in here for a moment?
If I may, I think...
Excuse me for interrupting.

Commenting on other opinions

I never thought about it that way before.
Good point! You are absolutely right!
I get your point.
I see what you mean.

Agreeing with other opinions

Exactly! That's (exactly) the way I feel.
I have to agree with (name).

Disagreeing with other opinions

I agree with you to a certain extent / up to a point,
but... I'm afraid, I can't agree.
Actually, I see it quite differently.

Advising and suggesting

Why don't you/we...?
How / What about...?

Requesting information

I'd like you to...
Would you mind + verb-ing...

Asking for repetition

I didn't quite catch that. Could you repeat that, please?
I missed that. Could you say it again, please?
Could you run that by me one more time?

Asking for clarification

What does ... mean?
What do you mean by ...?
Could you explain ... to me please?
I don't see what you mean. Can you give me a concrete
example please?
I'm afraid, I don't quite understand.

Asking for verification

For my own understanding, may I summarise what you
have just said...
Is that correct / right?
Do you mean that...?
Is it true that...?
Am I right in thinking that...

Correcting information

Sorry, that's not quite right.
Actually, that's not what I meant.
Allow me to rephrase ...

Asking for opinions

(Name), can we get your input please?
How do you feel about...?
(Name), what's your position on ...?
(Name), how do you see it?

Asking for contributions

What do you think about this proposal?
Would you like to add anything, (name)?
Has anyone else got anything to contribute?
(Name), can you present your findings/conclusions,
please?

Wrapping up

Are there any further comments?
Let's wrap the discussion up here, then.
Thanks for your valuable input.