

# The Language of Meetings



## Agreeing

I think you're right!  
I completely agree ...  
Exactly!  
That is actually true ...  
Absolutely ...  
I couldn't agree more ...

## Disagreeing

I don't really think so ...  
I don't agree at all ...  
I don't think we should ...  
I'm afraid I can't agree to that.  
Really?

## Interrupting

Could I just interrupt a moment?  
Sorry to interrupt, but ...  
Could I come in here?

## Asking for Repetition

Could you speak up a little please?  
Could you repeat that, please?  
I'm sorry, what did you say?  
Sorry, could you say that again?

## Pausing for Time

If you could bear with me for just a second.  
Now, where was I?  
What was I saying?

## Checking Comprehension, Restating

Would that mean ...?  
If I understood you correctly ...  
What exactly do you mean by ...?  
So what you're saying is ...

## Giving an Opinion

In my opinion ...  
I have no doubt ...  
I think ...  
As I see it ...  
I feel ...  
It seems to me ...  
I'm convinced ...  
From my point of view ...

## Making Suggestions

Hey, why don't we ...  
Let's ...  
It might be worth ...  
We could either ... or ...  
My suggestion is ...

## Asking for confirmation

Do you follow me?  
Does that make sense?  
Are you getting me?

## Confirming

Yes, I can see where you're going.  
Yes, perfectly.

## Concluding

Anything else anyone wants to add?  
I think we've covered about everything.  
So, we've decided to ...  
I think we can finish then.