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Mastering Meeting Minutes and Phrases

Corporate & Business Training

Opening a Meeting

Participants learn phrases that establish the agenda, objectives, and structure of the meeting.

Standard Professional Openings

1. "Let's begin by reviewing the objectives for today's meeting."
2. "The purpose of today's discussion is to address..."
3. "Before we proceed, let's briefly review the agenda."
4. "Thank you all for joining. Let's get started."
5. "We have several important items to cover today."
6. "Let's start by outlining what we hope to achieve."

Transitional Opening Phrases

1. "To kick things off, let's look at the first item on the agenda."

2. "First of all, I'd like to thank everyone for attending."
3. "Before we dive in, let's quickly review the key objectives."
4. "To get the ball rolling, let's start with..."
5. "Right, let's get down to business."

Natural Business Idioms

1. "Let's get the ball rolling."
 2. "Let's jump right in."
 3. "Let's start things off with..."
 4. "Let's set the stage for today's discussion."
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Contributing to Discussions

Participants learn how to introduce ideas, opinions, or suggestions in a clear and professional way.

Standard Contributions

1. "I'd like to add a point regarding..."
2. "From my perspective, the key issue is..."
3. "May I suggest an alternative approach?"
4. "I'd like to highlight an important consideration."
5. "There's another factor we might want to examine."

Transitional Phrases

1. "Building on that point..."
2. "That leads me to another important point..."
3. "Following on from what was mentioned earlier..."
4. "Another aspect worth considering is..."
5. "If I may add something here..."

Idiomatic Expressions Used in Business

1. "That brings me to my next point."
2. "If we look at the bigger picture..."
3. "To put things into perspective..."

4. "Let's not lose sight of the main objective."
 5. "There's something else we should keep on the radar."
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Agreeing and Supporting Ideas

These phrases allow participants to support colleagues and reinforce good ideas.

Standard Professional Agreement

1. "I completely agree with that point."
2. "That aligns with our overall strategy."
3. "That's a valuable insight."
4. "I think that's a strong proposal."
5. "That approach makes a lot of sense."

Transitional Agreement

1. "I'd like to echo that sentiment."
2. "That's a good point, and I'd like to expand on it."
3. "I think we're on the same page here."
4. "That ties in well with our objectives."
5. "That supports what we've been discussing."

Idioms and Natural Expressions

1. "I think you've hit the nail on the head."
 2. "That's exactly right."
 3. "That's a step in the right direction."
 4. "That's a solid point."
 5. "I couldn't agree more."
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Disagreeing Diplomatically

Professionals must sometimes challenge ideas while maintaining a respectful and collaborative tone.

Standard Diplomatic Disagreement

1. "I see your point; however, we may want to consider..."
2. "Another perspective might be..."
3. "We should also take into account..."
4. "I understand the reasoning, but there may be another approach."
5. "That's a fair point, although we might want to look at..."

Transitional Disagreement

1. "Having said that..."
2. "That said, we might also consider..."
3. "While that's a valid point..."
4. "At the same time, we should also keep in mind..."
5. "There may be another angle worth exploring."

Professional Idiomatic Language

1. "Let's play devil's advocate for a moment."
 2. "I'm not entirely convinced."
 3. "We might want to think twice about that."
 4. "I'm not sure that fully addresses the issue."
 5. "That could open a bit of a can of worms."
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Clarifying Information

These expressions help ensure accuracy and shared understanding.

Standard Clarification

1. "Could you elaborate on that point?"
2. "Just to clarify, are you suggesting that...?"
3. "Let me confirm my understanding."
4. "Could you expand on that idea?"
5. "Would you mind explaining that in more detail?"

Transitional Clarification

1. “Before we move on, I’d like to clarify something.”
2. “Just so we’re all on the same page...”
3. “If I understand correctly...”
4. “Let me make sure I’ve got this right.”
5. “Just to double-check...”

Natural Expressions

1. “Could you walk us through that?”
 2. “Could you shed a bit more light on that?”
 3. “Let’s unpack that idea for a moment.”
 4. “Can you break that down for us?”
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Summarizing Key Points

Summarizing helps maintain clarity and ensure participants understand the conclusions.

Standard Summaries

1. “To summarize the discussion so far...”
2. “The key takeaway appears to be...”
3. “We seem to have reached an agreement on...”
4. “The main point that emerged is...”
5. “In summary, the team agreed to...”

Transitional Summaries

1. “So, if we step back for a moment...”
2. “To recap where we are...”
3. “At this stage, it seems that...”
4. “Let’s briefly review what we’ve covered.”
5. “Before we move forward, let’s summarize.”

Idiomatic Expressions

1. “To put it simply...”
2. “In a nutshell...”

3. "That brings us back to the main issue."
 4. "That's the bottom line."
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Closing a Meeting

Closing phrases ensure that the meeting ends with clear outcomes and next steps.

Standard Closing Phrases

1. "Let's recap the key decisions before we conclude."
2. "Thank you everyone for your contributions."
3. "We will circulate the meeting minutes shortly."
4. "Let's confirm the next steps before we finish."
5. "I appreciate everyone's input today."

Transitional Closing Phrases

1. "Before we wrap up..."
2. "Just before we finish..."
3. "As we come to the end of the meeting..."
4. "Let's quickly run through the action items."
5. "That brings us to the end of today's agenda."

Idiomatic Closing Expressions

1. "Let's call it a day."
 2. "I think we've covered all the bases."
 3. "That's a wrap for today."
 4. "Let's leave it there for now."
 5. "Thanks everyone — great discussion."
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Would you like me to add some "Interjection Prompts" for the HeyGen avatar (like nodding or small hand gestures) to make the delivery look more professional?

