

1- Introducing a Meeting

Good Morning / Afternoon, everyone.

It's a pleasure to see you here.

Thank you all for coming.

Thanks for taking the time to attend this meeting.

2- Beginning a Meeting

Let's get started then, shall we?

Can we start?

May we begin?

Shall we proceed?

3- Stating Meetings Aims

We're here today to discuss...

The purpose of this meeting is to...

The reason I invited you to this meeting is...

Our aim is to...

I've called this meeting in order to...

4- Introducing the agenda

There are three items on the agenda today...

I'd like to discuss about X, Y and Z today.

Let's talk about...

5- Referring to Visuals

As you can see from this slide...

I would like to draw your attention to this graphic...

On the right/left hand side...

Please scroll up/down.

It's in the XXX column.

In row XXX.

6- When things get digressed

Could we stick to the agenda?

Let's try to stay on track; the agenda point is...

We're getting side-tracked.

Let's try to stay on track; the agenda point is...

7- Engaging your audience

What's your opinion on that?

What is your point of view?

Any thoughts/comments on this?

Do you have anything to add?

Does everyone agree with it?

Can we vote on that?

8- Wrapping up the meeting

We're short in time, so let's wrap this up.

Let's keep this to 10 minutes...

We'll discuss this topic in another moment.

9- Thanking Participants

Thanks for your time today.

Thank you for your participation today.

I appreciate your attendance and input - thanks a lot.

I am very glad you were able to attend.

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