



MEETINGS IN ENGLISH

Basic phrases and idioms for conducting business meetings in English

MEETING PHRASES

STATING THE PURPOSE

In this meeting, we need ...

The reason I called this meeting is ...

GOING OVER THE AGENDA

First, we have fifteen minutes to discuss ...

Then, Sam wants five minutes to look at ...

ASKING FOR AND GIVING INPUT

What's your take on this?

Do you have anything to add, Greg?

Luis, can we get your input?

AGREEING AND DISAGREEING

I see what you mean. | I get your point.

(I'm afraid) I can't agree

I wouldn't go that far.

That's not exactly how I see it.

ASKING FOR CLARIFICATION

So what you're saying is ...?

Do you mean ...?

SUMMARIZING

In summary, ...

In a nutshell, ...

BUSINESS IDIOMS FOR MEETINGS

ASAP: "I NEED THIS ASAP!"

Acronym for 'as soon as possible' (a.s.a.p.); to put a priority on something

I NEED THIS YESTERDAY: "I NEED THIS YESTERDAY."

When ASAP isn't fast enough; implying that as soon as you get it, it is already late.

ON THE SAME PAGE: "I WANT TO MAKE SURE THAT WE ARE BOTH ON THE SAME PAGE."

This expression indicates that all parties have a similar understanding about something discussed or reviewed.

ALL OVER THE MAP: "THIS REPORT'S ALL OVER THE MAP."

Too general; too unspecific; too broad.

BOTTOM LINE: "HOW DOES THIS AFFECT OUR BOTTOM LINE?"

Concern only for final profit or loss.

DOG AND PONY SHOW: "WE'LL NEED TO DO A DOG AND PONY SHOW TO PROMOTE OUR NEW PRODUCT."

Marketing presentation used as a Public Relations strategy to promote capabilities of corporation to potential clients.

TO FLY: "THIS WON'T FLY (DOWNTOWN)."

To be accepted (Won't fly = won't be accepted)

FLY-BY-NIGHT OPERATION: "THAT COMPANY IS A FLY-BY-NIGHT OPERATION"

A business perceived as not well established and primarily concerned with making money; a short-term venture.



Speak with Confidence

Costa Rica

San Pedro (506) 2253-9191

Sabana Norte (506) 2291-4327

Fórum I, Santa Ana (506) 2204-7555

Guatemala

Reforma (502) 2362-4444

Majadas (502) 2383-4444

Panamá

Marbella (507) 265-4800

800-BERLITZ

www.berlitzca.com

info@berlitzca.com

