Useful expressions: video conferences

Click on the title in the list and drag it to the correct place below.

Giving your opinion
Closing the meeting
Expressing agreement or disagreement
Starting the meeting
Commenting
Asking someone to speak
Checking understanding
Managing the discussion

1. _
We seemed to have arrived at some sort of consensus.
I'd like to draw things to a close.
Does anybody have anything else to add before we finish?
Let's wrap up now.

2. _
I think we are digressing a little. Let's stay on point…
That's interesting, but I think..
If I could just bring the conversation back to the agenda.
We'll have to come back to this at a later time.

3. _
Absolutely!
My thoughts exactly.
I see what you're saying but …
I think we need to reconsider this…

4. _
Am I right in saying that the general opinion is…?
Do you mean that…?
Can you clarify that to ensure we're on the same page?

5. _
Ryan, could you talk us through the next point?
I'd be interested in hearing what John thinks about this?
Maybe we can let John answer that.

6. _
Good point!
I never thought about it like that before.
I see what you mean.

7. _
Welcome, everyone. The purpose of today's meeting is..
Hello everyone, can I just check that everyone has a copy of the agenda?
Good morning, everyone. Let's start by looking at point 1 on the agenda.

8. _
In my opinion …
As far as I'm concerned …
If you ask me …

LIVEWORKSHEETS