

Useful language for taking part in a meeting

1. market / growth opportunities / In my view, / into the Asian / significant / expanding /
would bring us

2.

rather than traditional advertising / allocate more budget / to digital marketing / we should
From my perspective,

3.

at the sales figures / Sorry to interrupt, / making a decision? / but could we look / before

4.

come in here, / the client's expectations first / If I could / clarify / we need to / I think

5.

by "streamlining operations"? / Sorry, / could you clarify / what you mean

6.

until next quarter? / the product launch / you're saying / if I understand you correctly, / So,
should delay / we

7.

retention rates / focusing on customer service / I completely agree / improve / will definitely

8.

Training / That's exactly how I see it; / to prioritize / for new staff / we need

9.

your point, / I see / cutting costs in R&D / but I don't think / is the right move.

10.

long run / but harm quality in the / outsourcing might save / I can agree with that
money / I'm not sure

11.

with the / How about we / schedule/ regional managers / next week? / a follow-up meeting

_____	_____	_____
_____	_____	_____

12.

to long-term clients / offering discounts / as an incentive / we could consider / Perhaps

_____	_____	_____
_____	_____	_____