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*
_____ _____ _____ _____

LIVEWORKSHEETS

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

_____ _____ _____
_____ _____ _____

LIVEWORKSHEETS

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*
_____ _____ _____ _____ _____

LIVEWORKSHEETS