

LISTEN TO THE AUDIO AND TICK THE EXPRESSIONS YOU HEAR

USEFUL LANGUAGE

STARTING

OK, let's get down to business.

Right, can we start, please?

SETTING OBJECTIVES

The purpose of this meeting is ...

The aims of this meeting are ...

ASKING FOR REACTIONS

How do you feel about ...?

What do you think?

DEALING WITH INTERRUPTIONS

Could you let him finish, please?

Could you just hang on a moment, please?

KEEPING TO THE POINT

I'm not sure that's relevant.

Perhaps we could get back to the point.

SPEEDING UP

I think we should move on now.

Can we come back to that?

SLOWING DOWN

Hold on, we need to look at this in more detail.

I think we should discuss this a bit more.

SUMMARISING

OK, let's go over what we've agreed.

Right, to sum up then ...