

# Arias C, Chaves O, & Navarro A

## Unit 2: Speaking Business

### Lesson #4

#### Pre-Task 2



#### Handout

#### Useful Cordial Phrases Used in Business Meetings

**Instructions:** Drag and drop the following cordial phrases in the correct column. Use the useful language below to interact with your classmates.

- Excuse me for interrupting.
- I would like to thank everyone for attending this meeting.
- Sorry, but just to clarify.
- I called this meeting in order to discuss the following topic(s). First...
- Could you explain to me how that is going to work?
- I would like to thank everyone for coming today.
- I appreciate your attention during this meeting, have a wonderful morning/afternoon/evening.
- I would like to welcome everyone.
- Can you repeat that please?
- We're going to run through the main point(s) of the agenda. First...
- To summarize, let me just run through what we agreed here.
- Any final thoughts before we close the meeting?



#### Pronunciation tip:

Remember to use **rising intonation** for yes-no questions and **falling intonation** for Wh- questions and sentences.

#### Useful Language:

- What do you think this phrase is used for?
- I think/guess/believe this phrase is for...
- I don't think/believe this phrase is for...
- Can you repeat that please?

<b>Welcoming the audience</b>	<b>Introducing the agenda</b>
<b>Asking questions</b>	<b>Interrupting politely</b>
<b>Wrapping ups</b>	<b>Expressing gratitude</b>

Phrases adapted from: <https://virtualspeech.com/blog/english-phrases-workplace-meeting>