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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?

Welcoming the audience	Introducing the agenda
Asking questions	**Interrupting politely**
Wrapping ups	**Expressing gratitude**

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