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Unit 2: Speaking Business

Lesson #4

Pre-Task 2



Handout 2

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.

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?



Pronunciation tip:

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

- 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.
- Any final thoughts before we close the meeting?
- 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.

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>