

Useful expressions: video conferences

Click on the title in the list and drag it to the correct place below.

Giving your opinion

Closing the meeting

Expressing agreement or disagreement

Starting the meeting

Commenting

Asking someone to speak

Checking understanding

Managing the discussion

1. _____
We seemed to have arrived at some sort of consensus.
I'd like to draw things to a close.
Does anybody have anything else to add before we finish?
Let's wrap up now.
2. _____
I think we are digressing a little. Let's stay on point...
That's interesting, but I think..
If I could just bring the conversation back to the agenda.
We'll have to come back to this at a later time.
3. _____
Absolutely!
My thoughts exactly.
I see what you're saying but ...
I think we need to reconsider this...
4. _____
Am I right in saying that the general opinion is...?
Do you mean that...?
Can you clarify that to ensure we're on the same page?
5. _____
Ryan, could you talk us through the next point?
I'd be interested in hearing what John thinks about this?
Maybe we can let John answer that.
6. _____
Good point!
I never thought about it like that before.
I see what you mean.
7. _____
Welcome, everyone. The purpose of today's meeting is..
Hello everyone, can I just check that everyone has a copy of the agenda?
Good morning, everyone. Let's start by looking at point 1 on the agenda.
8. _____
In my opinion ...
As far as I'm concerned ...
If you ask me ...