

Communicating

REACTING TO WHAT IS SAID



Yes, that's a good idea because...
Absolutely / exactly!
You're absolutely right.
I think I agree with you there.
I couldn't agree with you more.
That's the best idea I've heard for a long time.
That's an excellent suggestion.



Sorry, I can't agree with you.
I can't go along with that.
Well, I'm sorry to say, I think...
Well, unfortunately, we're going to have to...
I can't see what the problem is.



Hold on now, don't you think...
I don't think... / I'm not sure.
I can't give you an answer off the top of my head/straight away.

I'd like some time to think about this.
Perhaps we could discuss this further.



Really?
That's interesting.
Right / OK / Mm / Yes / Go on



Could you clarify / rephrase that?
Are you saying that...
So what you're saying is...
Have I got this right?
Sorry, I'm not with you.
I don't follow you.
Sorry, could you repeat that?
I didn't quite catch that.

Could you give me some more details, please?
Could you be a bit more specific?
I'm interested to know...



My main concern is...
What really worries me is...
What concerns me is...

I agree, providing/provided we...
We can do that as long as
That's OK if...

People often say that to me, but...
There's something you should bear in mind.
You can look at this in another way.
I take your point, but...

LEADING A MEETING



STATING THE PURPOSE

The purpose of the meeting today is to...
What we need to achieve today is...
Our objective here is to...

ASKING FOR OPINIONS

How do you feel about this?
Do you have strong feelings about this?
What's your view on this?

MAKING SUGGESTIONS / GIVING ADVICE

Why don't you/we... You/we could...
What about if we... / What about V-ing
How about we... / How about V-ing
I think we should/ought to...
I'd like to make a proposal/suggestion.
I think we should...
Could I make a suggestion?

CHANGING THE SUBJECT

Moving on to...
OK, now I'll talk about...
Right, turning now to...

EMPHASIZING

I'd just like to highlight...
I want to stress that...
I'd like to emphasize that...

SUMMARISING IDEAS / REVIEWING THE SITUATION

Let me go over what we've agreed.
I'll just sum up what we've agreed.
Let me just summarize.
So, we've agreed that...
OK, let me recap (before we go on to...)
So, to sum up, ...
Let's look at/review this point again

PRESENTING INFORMATION



EXEMPLIFYING

For instance...
Let me give you an example / an interesting fact.

SIGNALLING

So, as I said a few minutes/a while ago...
As I mentioned earlier...
I'll talk about this later.
I'll outline this later in my presentation.

REFERRING TO VISUALS

Let's look at...
Let me draw your attention to...
Please take a look at...

INVOLVING THE AUDIENCE

As I'm sure you all know
As you are aware...
Would anyone like to ask any questions?