

Running Meetings

Greeting People

Hello everyone, it is nice to see you all here. We're just waiting for one or 2 more people to arrive / join the call and then we'll get started.

Hello everyone, as it looks like we are all here let's get started...

Hello everyone, thank you all for coming today, it is nice to see you all...

Explaining why we're here

We're here today to discuss...

I've called this meeting in order to discuss...

Mentioning the Agenda and What We are going to talk about

I hope everyone has had a chance to look at the agenda.

I'd just like to go through the agenda first of all...

A New Topic

So the first item on the agenda is...

So the first item to discuss is...

Managing the discussion:

Asking for updates

I want to get everyone's updates on where they are. Let's go round the table starting with John. / Let's go round everyone on the call starting with John.

John, could you bring us up to speed on....?

John, could you give us the latest on..?

John. how is...coming along?

Asking for other opinions and ground rules

John what are your thoughts on this?

I want everyone to have a say on this.

Please can we make sure that we let everyone finish.

Bringing Everyone Back on Topic

Ok we're going a little off topic here. Let's get back to the matter in hand

Controlling time

If we can keep all your points brief as we're a little short on time.

Could you expand a little on that, John?

Closing the topic and moving onto the next topic

Does anyone have anything else to add before we move on?

Are we all in agreement? I want to make sure that we're all on the same page.

If we're all on the same page, I think that covers everything for this topic.

Moving on to item number 2 / Moving on to the next topic...

I think we need to bring up / raise the difficult issue of...

Closing the meeting and running out of time

It looks like we're running a little short of time, so if we could keep everything brief from here.

Recapping what we have discussed

Just before we finish, I want to recap what we have spoken about..
So, just to summarize..

Delegating Tasks and Responsibilities

If we're all on the same page, let's discuss how we can set the wheels in motion.
So John, if you could look into....
John, could you dig a little deeper into...
John, would you mind taking a look at... / If you wouldn't mind taking a look at...
Are we all clear on our roles moving forward?

Fixing the Next Meeting

So let's fix the next meeting. Ideally I'd like to fit another meeting in before...
Would Wednesday at 3pm work for everyone?

Ending the Meeting

Let's bring the meeting to a close.
Let's wrap things up there.
Thank you all very much for attending / joining the call today, see you next week.

Useful Expressions from the Phrases above which Can Be Used in Other Business Contexts

A) Match the phrases to the definitions

Based on the context of the article, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

to bring someone up to speed on	to have a say	the matter in hand
to expand on / elaborate on	on the same page	to look into
to bring something to a close	to bring up	moving forward

1. The topic that we are discussing: _____

"Ok we're going a little off topic here. Let's get back to the _____."

2. To give the latest information about something: _____

"John, could you _____ us _____ the latest developments in the project?"

3. To raise an issue: _____

"I think we need to _____ the difficult issue of the fee for your services."

"John _____ this _____ in the previous meeting. I think we need to discuss it in more depth."

4. To speak about something in a more detailed way: _____

"Could you _____ that a little bit, Mary?"

"Before we move on, I'd just like to _____ Alice's point a little further."

5. An expression referring to how we progress from here. Often used at the beginning or at the end of a sentence: _____

"Are we all clear on our roles _____?"

"_____, I believe that we need to consult everyone in the team before making big decisions."

6. To try to find out more about something: _____

"So John, if you could _____ potential venues near the city centre where we can host the event..."

7. To be involved in making a decision about something and giving your opinion: _____

"I want everyone to _____ on this."

"Some members of the team feel that they are not allowed to _____ on certain big decisions."

8. To understand and agree with what is being suggested: _____

"Are we all in agreement? I want to make sure that we're all _____ before moving on."

9. To conclude something: _____

"Let's _____ the meeting _____."

B) Key Words in a New Context

Below you can find a paragraph. Can you fill in the gaps in the paragraph with the words from the box below? You may need to change the form of some of the verbs in order for them to fit into the sentence.

to bring someone up to speed on	to have a say	the matter in hand
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How to Get Your Team On The Same Page In A Meeting

It is no secret that during meetings, various opinions and ideas can clash, often dramatically, hindering progress and leaving team members feeling disoriented. To navigate such situations and achieve a common understanding, it's crucial to get everyone _____. In this short article, we explore 4 steps that you can take to foster productive discussions and leave everyone feeling empowered after the meeting has come to a close.

Set the Stage for Open Dialogue

To kick off a meeting discussion, it's essential to create an atmosphere that makes all participants feel comfortable with _____. _____ everyone _____ on any new developments regarding _____. Offer a concise summary or share relevant documents beforehand, ensuring everyone has a baseline understanding. This step helps to minimize confusion and can save you a lot of time during the meeting.

Encourage clear, detailed opinions

Another important facet of open dialogue is ensuring that everyone expresses their opinions clearly. Vague, sweeping statements will inhibit the progress of the discussion, and therefore members of the chat should be actively encouraged to _____ their ideas, as this will give participants enough material to formulate their own opinion and express their agreement or disagreement.

Foster Active Listening

During the meeting, emphasize the significance of active listening. Encourage team members to give their full attention to the speaker, allowing them to conclude their point before anyone interrupts. Interrupting should be actively discouraged. If someone tries to _____ their differing viewpoint on a topic right in the middle of someone's contribution, this will only hinder the dialogue and increase the chance of conflict. On the other hand, differing viewpoints should be encouraged, and should be considered as opportunities for growth rather than obstacles, as long as they are addressed respectfully. By objectively examining opposing views, the team can make well-informed decisions.

Synthesize and Bring Closure

As the discussion nears its end, guide the team in synthesizing the key points and areas of agreement. Summarize the decisions made and action steps _____ before you _____ the meeting _____. If it is not possible to get everyone _____, at least ensure that those in disagreement understand why certain decisions have been undertaken during the meeting, and make sure that they feel as if their voices have been heard. The team will therefore leave the meeting feeling unified and empowered to fulfil the next steps.

C) Comprehension Questions

1. Across the whole article, what 3 negative situations can potentially arise in meetings, and what are the consequences of this?

2. Based on context, what do you think the noun 'facet' means in paragraph 3?

3. Can you find 2 verbs in the article which mean to slow down progress?

4. What 2 steps should be taken at the end of the meeting if it is not possible to get everyone on the same page?

D) More Uses of Selected Key Words**Moving forward**

This is an excellent business phrase for a meeting, because it introduces how we will progress from this point. We have seen it used at the end of the sentence, but it is also commonly used at the beginning of the sentence:

"Moving forward, we need to secure funds for the project as soon as possible, so let's make sure that we reach out to the right people before the end of the week."

To bring up

To bring up an issue has the same meaning as 'to raise' an issue. It is just as common as raise, and it can be used in formal situations. When we use a noun with 'bring up', we can either 'bring up something' or 'bring something up'. However, when we use 'it' with this phrasal verb, it must be between the verb and the preposition - 'bring it up':

"It is quite an important issue. John brought it up last week, and we mentioned that we would discuss it in more detail today."

To inhibit / hinder

To inhibit is also an excellent Business English phrase with many collocations:

to inhibit innovation / to inhibit creativity / to inhibit growth / to inhibit progress / to inhibit collaboration / to inhibit motivation / to inhibit performance / to inhibit flexibility

The opposite of this word is to 'foster'. This is also used in the comprehension article. 'To foster something' means to encourage the development of something. We can use 'foster' with all of the collocations above.

"Our creative brainstorming sessions really foster innovation."

E) Glossary of phrases related to running meetings which can be used in other business contexts

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