



Expressions for a virtual meeting

Working virtually creates new challenges for all of us. It can be harder to concentrate and follow the flow of conversation. Discussions can be more intense and lack the little physical breaks, moments of small talk, that help keep dialogue fresh.

Polite ways of interrupting

- Would you mind if I interrupted/made a quick point/interjected at this point?
- I would just like to highlight/raise/say/add one point on that/in relation to that/with reference to that.
- I would like to add something to that...

Polite ways of clarifying

- Would you mind repeating/clarifying that last point?
- Just to be (super) clear, are we proposing to...?
- I would like to double check/go over the last point one more time...
- So what you are saying is that we need to/should/have to...?

Polite and semi-polite ways of closing a meeting

- Great work today, I suggest we take a pause/break and revisit this on...
- Thank you for your contributions today, we will send out the actions from the session as a next step.
- I would like to thank you all for your time today.
- In summary/to sum up, we have decided to...
- I think we have got as far as we can today.
- Is anyone hungry!

12 great phrasal verbs to use in a meeting

1	Bring up	To raise an issue.
2	Talk through	To discuss or negotiate a point.
3	Go through	To review a subject.
4	Settle on	To agree on a position after exploring options.
5	Set out	To outline an issue/subject/next steps.
6	Bring forward	To discuss something at an earlier point than planned.
7	Wind up	To bring something to a close.
8	Figure out	To find a solution to a problem or question.
9	Jot down	To note down.
10	Put back	To delay an activity.
11	Put forward	To propose an idea, project etc...
12	Factor in	To consider something.

Different ways of describing agreement

Formal

To **adopt** the proposition.
To **ratify** the proposal.
To **accept** the motion.
To **sign off** the report.
To **agree** the way forward.

Semi-formal

To **come around** to the idea.
It **works for me!**
Agreed!
That is **right**.
To be on the **same page**.
Above often used in spoken form

Quote of the week

“The world is run by those who are willing to sit until the end of meetings.”

Hugh Park

Quick review of the future form in planning meetings

‘**Will**’ is used a lot by native speakers when describing plans. We are collectively making a very small mistake as ‘will’ is not the correct structure for plans. Your options!

- **Going to** – We are *going to* meet tomorrow.
- Any other form of the **present continuous** – We are *meeting* tomorrow at 10.00 am (time reference needed).
- **Present simple** – for plans which are official/external to you. The conference *starts* at 4.00 pm tomorrow.

Top Tips for Virtual Meetings

- 1) Small talk:** Take the time to establish how people are. In long meetings take coffee breaks.
- 2) Practice:** If you are meeting regularly do a practice session to sort out technology issues.
- 3) Have a facilitator:** For big meetings designate someone (in addition to the chair) to help encourage the flow of conversation/everyone’s contributions.
- 4) Record feedback** in real time through shared notes or other functions, such as polls.
- 5) Don’t hide** from talking about tough issues in expectation of a mythical, face to face meeting some time away.