

# Meetings Formal v Semi-Formal Expressions

## 1) Greetings and you don't know the person.

### Formal:

- Hello, my name is ... I would like to introduce Peter, who manages .../May I present/introduce Peter who is responsible for ...
- Hello, It is a pleasure to meet you. It is nice/good to meet you.

### Semi-formal:

- Hi, nice/good to meet you.
- This is Peter...

## 2) Greetings and you know the person.

### Formal:

- It is nice to see you again.
- I hope life is treating you well.
- It is a pleasure to meet you again.
- Have there been any developments in/on the...

### Semi-formal:

- How are you doing?
- How are you going?
- Is life going well/treating you well?
- How are things going?
- Good to see you again.

## **Starting a meeting:**

### **Formal:**

- I would like to thank you for coming today.
- Thank you for coming/your attendance here today.
- Welcome everybody, today we will be discussing/reviewing...
- I would like to take this opportunity to thank you all for coming today.
- It is a pleasure to have you here at our...
- Thank you for taking the time out of your busy schedules.
- The focus/objective/purpose/aim/goal/target of the meeting is to... (can be used semi-formally as well).

### **Semi-formal:**

- Thanks for coming today.
- Good to see you all here today.
- Thanks for making it.
- Good to see everybody.
- Good to see so many friendly faces!
- So let's kick off.
- So let's make a start.

## **3) Continued: Offering refreshments**

### **Formal:**

- May I offer anyone a cup of coffee/tea/a glass of water?
- Would anyone like some refreshments?
- Would you please help yourself to any refreshments?
- Could I offer you a drink?

### **Semi-formal:**

- Anyone for a coffee/tea/water?

- Anyone up for a drink? (very relaxed)
- Can I get you something to drink?
- Coffee/tea?

#### 4) How to make suggestions in a meeting

##### Formal:

- I would like to suggest/recommend/propose/strongly advocate for... (depending on strength)
- One possibility could be to...
- Have you considered...
- One option for us to consider/review/reflect on...
- One possible way forward would be to...
- Would it be possible/practical/realistic/sensible to...
- I would like to highlight an important point, we need to ...
- In my opinion we don't have time too...
- I believe that a review of .... represents a sensible way forward.
- We might want to ....
- If we had sufficient time, we could...

##### Semi-formal:

- We could...
- Why don't we... (can be formal)
- One idea is to...
- I have come up with...
- Let's go for...
- Let's try...
- I think it would be great to... (can be formal)

#### 5) How to ask questions in a meeting

##### Formal:

- Would you mind confirming, clarifying, restating, summarizing..?

- I would like to know if..?
- Would it be possible for you to give the...?
- It would be good to know when/what/why..?
- Could we ...? (also semi-formal depending on context)
- Do you think it would be wise to..?
- May I ask what your opinion is on the..?

**Semi-formal:**

- Can I ask if...?
- Can you tell me when..?
- What about..?
- What do you think about..?

**6) Closing a meeting**

**Formal:**

- I would like to thank everybody for their contributions today.
- I look forward to seeing you at the next meeting...
- I would like to take this opportunity to...
- That concludes the meeting today...
- That brings the meeting to a close...
- Actions and minutes will be issued...

**Semi-formal:**

- Thanks again for coming today.
- Thanks for your ideas/contributions/participation...
- Let's wrap up...
- Good meeting!