

Language tool

Topic 2. Kick-off meeting: discussion details and wrapping up

(**Highlight 20-30%** to give yourself more focus when doing the daily personalization and intermittent review)

Step 1. Work through the useful structures you met in this topic. Notice the functional language use applied in communication.

*Items marked with * do not appear in the conversation, but belong to the same functional group. *

Leading the meeting / discussion

- Perhaps we can start by hearing everyone's thoughts on...
- Would you like to get the ball rolling, Kate?*
- Kate will be in charge, so I'll let her go first.

Dealing with technical issues:

- Sorry, you broke up there for a minute.
- The sound cut out for a few moments, but it's back now.
- I didn't quite catch what you said.
- Would you mind repeating the last bit?
- Can you hear me ok now?

Keeping people waiting:

- Let me see...
- Let's see...

Clarifying & confirming:

- I was under the impression that... Is that not the case?
- Perhaps there's been a bit of miscommunication.
- Let me clarify this. *
- I think I can explain the confusion.
- Perhaps that's what you're referring to.
- Is that doable? / Is that feasible? *
- What about...? Would that be...?
- When are you looking to get started?
- When will you be able to...?

- I was just saying...
- Am I missing anything? - That covers everything.

Apologize:

- I apologize for not being clear.

Accepting an apology:

- It's ok. I should have <done>.
- I'm glad we've got that cleared up.
- I'm glad we cleared that up. *
- It's ok, I'm sure this was just a misunderstanding. *

Asking for suggestions/feedback:

- What's your view, Bill? / What're your thoughts, Peter? *
- Do you have any objections to...? *
- Does that change anything? / Does that change anything for...?

Interrupting

- Sorry to interrupt.
- Could I just jump in for a second?
- Could I add a point here?
- Could I chime in on this one?
- Let me come in here.
- I can take this one.

Dealing with interruptions & queries

- Of course, go ahead. *

Giving opinions, agreeing & raising objections

- For the most part / on the whole, ...
- I'm in favour of... *
- I'm with you on that. *

- My main concern is that... *
- My only concern is (that) / (sth) ...
- We can always...at a later stage/later on if...*
- Perhaps it would be better to...

Adding/Processing new information:

- Just so you're aware, ...
- That's very good to know for...

Giving good news:

- on the bright side, ...

Closing:

- I see we're almost out of time.
- I don't want to hold you up.
- How about we call it a day for today?
- We can arrange another meeting to tie up the loose ends.
- We've covered a lot of ground.
- Before we wrap things up, I'll just...
- Thanks everyone. It's been a productive meeting *
- I'd just like to thank you for <doing>
- I'll be in touch (regarding) *
- Look forward to talking again soon.

Natural responses - showing agreement:

- Sure thing
- That must be it.
- Excellent!
- Great!
- That's a good point!
- That's good news!
- Sounds good to me.

Step 2. Work with the language list to get fully familiar with the useful lexical and grammatical items. If you don't feel confident about some of them, try to personalize them; feel free to share with the rest of the group and your teachers.

Vocabulary	Sentence structures
<p>hear smn's thoughts on sth</p> <p>proposal</p> <p>be in charge of</p> <p>optimal</p> <p>match sth</p> <p>handle sth</p> <p>facility</p> <p>original / originally</p> <p>discuss sth</p> <p>have a discussion about sth</p> <p>discuss internally</p> <p>have capacity for</p> <p>be significantly <adj-ER></p> <p>accommodate</p> <p>double sth</p> <p>the remaining sth</p> <p>interval</p> <p>revise sth</p> <p>the revised sth</p> <p>RFQ</p> <p>figures (numbers)calculate / recalculate</p> <p>run the numbers</p> <p>have a sufficient quantity</p> <p>sign the contract</p> <p>ship sth out</p> <p>speed things/sth up</p> <p>have a busy schedule</p> <p>arrange a follow-up meeting</p> <p>tie up loose ends</p> <p>wrap things up</p> <p>be on the same page</p> <p>address the concerns</p> <p>adjust the plan accordingly</p> <p>be productive</p>	<p>It looks like a sound plan.</p> <p>...might be <done></p> <p>...will be able to <do> without any issue.</p> <p>...if it were possible.</p> <p>Let' s<do> making it ...in total.</p> <p>We'll make sure ... at our end.</p> <p>We're all agreed that...</p> <p>...has been agreed upon.</p> <p>due to <sth></p>