

Useful Phrases for Discussions & Meetings

Disagreeing

- I am sorry, that's not right at all.
- I am afraid, that's not how I see it.
- That's not quite what I mean.
- It is not ideal, I am afraid to say that.
- I cannot agree at all.
- I am not sure if you are right.
- We had music in the third period. (This depends on the situation and topic, ask for more:Inge)
- I am not sure about that.
- Do you really think,....?
- You cannot be serious!
- You could be right, but.....
- It is simply not true, that.....
- Well, I don't see it that way.
- I absolutely disagree with you concerning this point of view.
- I am not sure that I can agree with you on that.
- **(That's rubbish! Rubbish! Nonsense!)**

Suggesting

- I would suggest to....
- Let us think about.....
- How do you feel about that?
- Could we perhaps....?
- What about doing....?
- How do you feel about....(verb+ing & noun)?
- Why don't we....?
- I propose.....
- I would like to suggest.....
- My proposals are to? My proposal is to.....?
- Let's.....
- I don't think you should.....
- Don't you think to have.....
- We'd **better** the hair **cut!** (Es ware höchst an der Zeit die Haare zu schneiden!)= better + Past Perfect!
- Perhaps you could consider this point?
- Listen!
- Would you mind...(verb+ing).....=höflicher Vorschlag mit Bitte!

Interrupting

- Sorry, can I say something concerning this point?
- Can I say something to this point?
- I think we are drifting off the point.
- Excuse me, but I think....
- I am not sure that this is relevant.
- Sorry, but....
- Just a second.....
- Excuse me for interrupting, but.....
- Can I ask a question?
- Could you say that again, please?
- Sorry, I think you have misunderstood me.
- Excuse me, can I just say something about that?
- Yes, but wait a minute.
- Ok, but....

Giving statements/giving an opinion

- I think that.....
- I am sure that.....
- My opinion is the following:.....
- From my point of view.....
- In my mind.....
- It seems to me that.....
- If you asked me, I would.....
- I feel that.....
- My feeling is that
- In my opinion, the.....
- Personally, I think.....
- I don't think
- In general.....
- Generally speaking.....
- On the whole,.....
- What I really mean is....
- My point is that....
- What I am trying to say is.....
- In my experience
- As far as I am concerned.....

Agreeing

- That's ok with me.
- I agree with you.
- That's fine for me, too.
- It is exactly what I mean.
- That's what I mean.
- I think so, too.
- I think you are absolutely right.
- I think it's true that.....
- That sounds reasonable to me.
- That's right.
- That's correct.
- That's true.
- I agree.
- You are absolutely right.
- That's exactly what I think.
- I agree that
- You are right.
- Yes, absolutely.
- Yes, definitely.
- Yes, I am also quite certain about this.

Avoiding interruption

- OK. I've almost finished.
- Just let me finish.
- Can I just finish this point.
- Do you mind? You'll get your turn in a moment.
- Please avoid interrupting....., we will discuss it later/after the presentation.
- Please write down your questions, we'll discuss them later.
- Would you mind discussing that later, let's finish this point quickly.
- Please listen carefully!
- (Shut up!)

Getting angry

- I cannot believe this!
- You cannot be serious!
- You must be joking!
- Just listen to me!
- That's it!
- I've had enough!
- It's enough now!
- I cannot stand this any longer! I cannot listen to this any longer! Just stop it!
- I am not listening to anymore of this!

Referring to other speakers

- As Sylvia said just now, this can be.....
- I cannot agree with what he said.
- But don't you think, Susan, that this is...(verb+ing)....
- Michael was right, I think!
- I absolutely agree with what Susan said, because.....
- Peter is an expert on nuclear power and he said that.....
- Let me quickly add something to what Tom just said.
- I think it was Susan, who just mentioned.....

Asking an opinion

- What do you think about the film?
- How do you feel about this?
- What's your opinion?
- What does anyone else think about this?
- Does this seem ok to you? Or do you agree with me that it's the wrong thing to do?
- I would appreciate your opinion and comments to this.
- Please feel free to comment on this.
- Don't hesitate to tell us your thoughts/opinion concerning this topic.
- What is your point of view after all this.

Persuading

- But think about it like this.
- Surely you must agree that
- I am sure you see it the way I do it.
- You cannot deny that.....
- You cannot deny the allegation that.....
- You cannot avoid the elephant in the room, that.... (= idiom)
- There is no way out, you'll have to
- Concerning all the facts, there is only one acceptable solution/possibility/way to.....