

EnglishMamOnline.com - The Meeting Master Cheat Sheet

Target Level: B2-C2

Category: Workplace & Professional Communication Templates

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40 ESSENTIAL CORPORATE COGNITIVE PHRASES:

1. OPENING MEETINGS:

- "Alright, let's get started. Thanks for dialing in, everyone."
- "The main purpose of today's call is to align on the project timeline."

2. POLITE INTERRUPTIONS:

- "Can I jump in here for a second?"
- "Sorry to interrupt, but I wanted to clarify one point before we move on."

3. CLARIFYING VAGUE HIGHLIGHTS:

- "Could you expand on what you mean by technical block?"
- "If I understand correctly, you are saying we need an extension?"