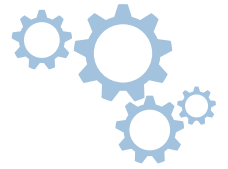# 100 Essential English Phrases to Lead Efficient Meetings

Introduction

Hi there,

When working as an engineer and project manager in industry one of my biggest concerns was how to be influential in meetings and to lead efficient and productive project team communication.

Meetings; where decisions get made and projects move forward step by step, were frequently inefficient. Even with clear objectives, poor communication leadership and contribution in meetings slowed down entire projects.

Often, meetings overrun or lose their focus. The agenda and objectives get derailed by discussions on minor details. People don't raise critical concerns or voice their opinions. Meetings end without alignment and people waste time writing emails, trying to persuade and convince stakeholders after the fact.

We're spending hours chasing after each other rather than proactively fixing the problem: **efficient, decisive communcation leadership.**

After witnessing this problem first-hand as an engineer in business, over the past 3 years I've been helping engineers and project managers one by one, to fix it.

So many people complain about time wasted on email. But what's the real issue here? In my experience, the biggest cause of time wasted on projects is indecisive, ineffective communication leadership, and pooly run meetings.

This document has been created as a time source for and your team.

❌ No more stakeholders derailing discussions, and meetings overrunning.
❌ No more team members leaving confused with unanswered questions.
❌ No more time wasted on email chains discussing and debating next steps.

With 100 phrases, you will know what to say and when to say it.

Use these phrases in every single meeting, and you'll be amazed at the efficiency you are able to generate.

Remember, consistent communcation leadership is critical for credibility and leadership on projects and in business.

I hope you find this useful….

Who?

Engineering English by Liz was founded to bring exceptional global engineering and technical development to the forefront faster, by equipping engineers and technical project managers with persuasive and articulate spoken English communication.

As a former engineer, having worked in global manufacturing and industry, and an English coach for engineers and project managers speaking English as a second language, my goal is to provide solutions to address the biggest problem that too many engineers and project managers face: Leading with spoken English

My mission is to put a spotlight on the critical importance of global English communication skills for technical professionals worldwide. Based on my global experience as an engineer and my work coaching multilingual engineers and project managers, I know that as a profession we aren't prioritising communication enough, or taking deliberate, focused action to improve.

Academia and early business roles prioritise technical expertise over communication, leaving young professionals unable to speak up with confidence to deliver critical judgement or persuasive arguments in a global arena. Project leaders don't know how to use their voice to gain funding, influence business investors or lead global teams efficiently, at speed and scale.

When you can influence multifunctional business counterparts with articulate, confident spoken communication, you speed up global innovation, help shape business strategy based on your technical expertise and most importantly, inspire countless technical professionals globally to do the same.

A last thought: What could be the scale of your impact as a technical leader, using your voice to drive innovation in your field to improve people's lives, inspiring communication excellence in all the individuals, teams, managers and businesses you touch?

Liz Jeremy-Ricard is an Oxford University graduated engineer, with a masters in Engineering and 10 years' experience leading million dollar technical projects for Procter and Gamble, WE. After retraining as a teacher in 2017 and teaching English in Switzerland and France, Liz founded "Peak English" and has been coaching engineers and project managers, helping them to build English fluency, for excellent technical leadership in business and industry. In 2023 the professional training offered by Liz gained the prestigious French "Qualiopi" accreditation and as a partner of Bright Language since June 2023 Liz now proposes dedicated English training for industry professionals with full accreditation to maximise progress and achievement.

Greet the team
- Hi team, let's get started
- Good to see you all here today
- Good (Morning / afternoon / evening) everyone
- Hello, everyone. I hope you're all doing well?
- Thanks for joining. Shall we start the meeting?
- Greetings everyone. Shall we make a start?

Review the agenda
- Let's review the agenda of today's session
- We need to discuss the following points:
- On the agenda today, we're going to talk:
- Let's quickly review the objectives, ok?
- Let's take a quick look at the agenda
- Can I focus you on today's key talking points

### State the purpose of the meeting
- Today's meeting is to discuss
- The purpose of today's meeting is to align on
- We're here to review progress and address
- Let's agree on the following:

Ask team members to give a progress update
- Let's do a quick round table and update each other
- Can each of us give a quick update on progress?
- Would you mind sharing a quick progress update?
- Where do we stand? Can we each give a brief update?

Update the team on your progress
- Let me give you an update of where we stand
- Here's a quick overview / summary / recap / outline
- Shall I give a quick update?
- Let me get you all up to speed
- Right now, this is where we stand
- This is the current situation
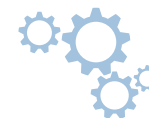
Help identify major obstacles and risks
- Any obstacles that need immediate attention?
- Let's brainstorm major problems and find solutions.
- Let's address the main problems
- Can we open the floor and talk issues?
- Any big challenges or roadblocks?
- What's the biggest issue we have right now?

Ask questions to solve technical problems
- Why is this happening?
- What's the source of the issue?
- What's the root cause?
- What's causing the problem?
- What are our options?
- How can we get around it?
- What do you suggest?
- What ideas did you come up with?
- Let's brainstorm possible solutions
- How can I help ?

Clarify a technical point so everyone understands
- So what you're saying is
- So essentially, it sounds like
- So in a nutshell we need to..
- So to cut a long story short,

Ask people to give their opinion
- What do you think about this?
- I'd love to have your technical perspective
- What's your take on this?
- Based on your recent test results, how do you see this?
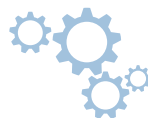
Give your opinion on next steps
- From my point of view, we should
- In my opinion, the best course of action is
- From my side, there's no doubt that
- For me, it's clear that we need to
- I'm convinced that we should
- Considering the facts, we have no other choice than

Agree
- I totally / fully agree
- You're making an excellent point
- We're on the same page
- That makes perfect sense
- I couldn't agree more
- Without a doubt
- You captured what I was thinking
- You've articulated my thoughts exactly

Disagree
- Yes, but what about..
- I see your point, but think of it this way:
- I see where you're coming from, but
- Fair enough, but have you considered..
- I don't necessarily agree given that..
- Sorry, I disagree on the basis that
- On one hand I agree, on the other hand,

Redirect discussion back to the agenda
- Great point. Let's come back to that later
- Great perspective, but coming back to the previous point
- That's a relevant point. Let's park it for later
- I'm going to pause you there, let's come back to that later
- Let's keep our focus and work out a solution to
- Time to refocus, people
- Shall we park it and come back to the main topic?
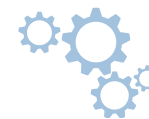
Gain quick consensus on a specfic action
- Are we all in agreement on (action)?
- Can we get a quick show of hands?
- Who's in favour / against?
- Is everyone on board?
- Any final concerns or objections?
- Any comments before we move forward?
- Shall we all agree on (action) to move forward?
- Are we all agreed then?
- Everyone aligned / happy?

Summarise key points and next steps
- Let's wrap this up, shall we?
- To recap, we've decided to (decision)
- In summary, we've agreed that (decision).
- So to summarise, we've opted for (decision)
- Next steps / actions are as follows (list)
- Immediate actions are as follows (list)

Discuss what went well and how to improve
- Before we go, any quick feedback on today's meeting?
- Any improvements for the next meeting?
- Are we all happy with today's meeting? any inputs?

Wrap up the meeting
- Let's wrap up? Thanks everyone, I'll send the minutes now.
- Thanks for joining. I'll send out the minutes. Have a good day!
- Great, notes are on the way by email. Thanks for your time.
- Cheers everyone, minutes will be in your inbox shortly. Bye
- Thanks everyone it was a great session. Notes to follow by email.
- Super meeting. Check your inbox for the minutes. Let's do this!

Final Words

And there you have it....... 100 phrases for you to use starting today! Now you have absolutely no excuse. I know how important it is for engineers and project leaders to speak up confidently and proactively in technical meetings.

Excellent speaking skills are fundamental for powerful project leadership. This was clear to me on my first day working as an engineer in global business.

Then, as the global pandemic took hold in 2020, business changed.

Online, remote meeting tools became ubiquitous. The rules of the game evolved.

Today, persusasive spoken communication skills are a super skill as critical as technical expertise. And with the the onset of AI and automation, there has never been a more important time for engineers and project managers to rise up to the challenge.

Engineering English by Liz champions the delivery of value to help you upskill for your future, and this document is one critical part of the value offered to you. But there's more.

I'm offering a limited number of strategy calls to engineers and project managers. each week, so if you'd like to have a private coaching conversation with me, please get in touch and let me know how I can help you improve your English skills at:

Liz@peakenglish.fr / +33 06 33 65 02 85

It's my personal offer to you and I think you'll love it. All the best, as always

English Teacher and Business Owner

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