

# GET READY FOR A MEETING

STEP

1

## ENTRADILLAS :

### Generales:

Estas entradillas te hacen ganar tiempo para pensar y decidir cómo quieres expresar tus ideas y buscar las palabras o estructuras que te hagan falta.

- Well,.....
- Well, actually I.....
- As I see it,.....
- Yes, definitely. I totally think that.....

### Interés:

Estas entradillas muestran que estás prestando atención:

- Umm, that's interesting.
- Oh! I see.
- That's wonderful!
- Oh, really? I've never thought about that.
- That sounds great!

### • NOTES:

# GET READY FOR A MEETING

STEP

2

What can we expect to happen in a meeting or in a speech?

- **Welcoming/thanking the participants:** I'd like to thank you all for coming at such short notice.
- **Introducing a new participant:** Does everyone know ...? | I'd like you all to meet...
- **Stating the objective and purpose:** As you all know, we are here today to discuss ...  
You can see from the agenda the different issues that we need to look at.
- **Inviting/asking for opinions:** How do you feel about that? | What's your view on that? |  
Would you like to start us off?
- **Asking for clarification/explanation:** Can you be a little more specific? | What exactly do you mean?
- **Widening the discussion:** Is there anything we've missed out? | What other options can we look at?
- **Summarising the discussion:** Just to summarise the discussion so far..... | So, to sum up, ...  
So, to summarise, ...
- **Checking agreement:** Are you all in agreement? | Does everyone agree with ...'s point of view?
- **Sticking to the agenda:** I want to move on to the next item on the agenda. | Let's come back to this issue later. | Let's move on to the first item.

• **NOTES:**

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STEP

3

## Conectores :

Funcionan muy bien para darle riqueza y fluidez a tus escritos o discursos.

- **Introducing a new topic:** As regards, regarding .
- **Giving or adding a new point:** In the first place, What's more, In addition, Firstly.
- **Describing a general situation:** On the whole, Overall, In general.
- **Giving an example:** For example, For instance.
- **Introducing a contrasting idea:** However, Although, despite this
- **Modifying a previous statement:** In fact, Actually.
- **Simplifying a previous point:** In other words, In short.
- **Supporting a previous point:** After all, As a result, Additionally, as far as .... is
- **Introducing the logical result of a situation:** Therefore, so.

## • NOTES:

## EXERCISE



Ahora prepárate una reunión e incluye expresiones de las que acabas de ver, grábate y envíame la grabación por mail a [hola@blancagallego.com](mailto:hola@blancagallego.com)