

Kokouksen aloittaminen ja oma esittely

- I'd like to welcome everyone
- Since everyone is here, let's get started
- The main reason for this meeting is...
- Thanks for having me here today.
- Great to meet you, I'm...

Mielipiteen kysyminen ja ilmaiseminen

- What do you think about this?
- What are your thoughts about this?
- I totally agree.
- I don't really agree with you on this.
- That's a good point, but...

Asioiden ehdottaminen tai esiin nostaminen

- I (would) suggest that...
- I (would) recommend that...
- Why don't we/you...?
- I think we/you should try...
- Perhaps we/you could...

Jos et kuule tai ymmärrä

- Sorry I didn't quite hear that, can you say it again?
- Can you repeat that please?
- Can you repeat that in a simplified way?
- Could you please clarify what you mean?
- I'm not sure I understand what you mean by...

Kokouksen päättäminen

- Before we end, let me just summarize the three main points...
- Any final thoughts before we close the meeting?
- I think we've covered everything.
- So we've decided to...
- Thanks, that was very useful.