



## English for Meetings: Useful Phrases for Agendas, Updates, and Decisions

50 words

| ENGLISH              | TRANSCRIPTION   |
|----------------------|-----------------|
| <b>agenda</b>        | [ə'dʒendə]      |
| <b>attendee</b>      | [ə,tɛn'di:]     |
| <b>chair</b>         | [tʃeə]          |
| <b>minutes</b>       | ['mɪnɪts]       |
| <b>action item</b>   | ['ækjən ,aɪtəm] |
| <b>deadline</b>      | ['dedlaɪn]      |
| <b>discussion</b>    | [dɪ'skʌʃn]      |
| <b>update</b>        | ['ʌpdeɪt]       |
| <b>decision</b>      | [dɪ'sɪʒn]       |
| <b>proposal</b>      | [prə'pəʊzəl]    |
| <b>feedback</b>      | ['fi:dbæk]      |
| <b>follow-up</b>     | ['fɒləʊ ʌp]     |
| <b>priority</b>      | [praɪ'ɒrəti]    |
| <b>objective</b>     | [əb'dʒektɪv]    |
| <b>issue</b>         | ['ɪʃu:]         |
| <b>clarify</b>       | ['klærɪfaɪ]     |
| <b>postpone</b>      | [pəʊs(t)'pəʊn]  |
| <b>reschedule</b>    | [,ri:'ʃedju:l]  |
| <b>approve</b>       | [ə'pru:v]       |
| <b>vote</b>          | [vəʊt]          |
| <b>summary</b>       | ['sʌməri]       |
| <b>next steps</b>    | [nekst steps]   |
| <b>join the call</b> | [dʒɔɪn ðə kɔ:l] |
| <b>wrap up</b>       | [ræp ʌp]        |

| ENGLISH                    | TRANSCRIPTION          |
|----------------------------|------------------------|
| <b>participant</b>         | /pɑ:'tɪsɪpənt/         |
| <b>facilitator</b>         | /fə'sɪlɪteɪtər/        |
| <b>stakeholder</b>         | /'steɪk,həʊldə(r)/     |
| <b>meeting room</b>        | /'mi:tɪŋ ru:m/         |
| <b>conference call</b>     | /'kɒnfərəns kɔ:l/      |
| <b>video call</b>          | /'vɪdɪəʊ kɔ:l/         |
| <b>stand-up</b>            | /'stænd ʌp/            |
| <b>workshop</b>            | /'wɜ:kʃɒp/             |
| <b>briefing</b>            | /'bri:fɪŋ/             |
| <b>kickoff</b>             | /'kɪkɒf/               |
| <b>roundtable</b>          | /'raʊnd,teɪbəl/        |
| <b>agenda item</b>         | /ə'dʒendə ,aɪtəm/      |
| <b>note-taking</b>         | /'nəʊt ,teɪkɪŋ/        |
| <b>open question</b>       | /'əʊpən 'kwestʃən/     |
| <b>consensus</b>           | /kən'sensəs/           |
| <b>remark</b>              | /rɪ'mɑ:k/              |
| <b>comment</b>             | /'kɒment/              |
| <b>intervention</b>        | /,ɪntə'veɪʃən/         |
| <b>recap</b>               | /'ri:kæp/              |
| <b>scheduling conflict</b> | /'skedʒu:lɪŋ 'kɒnfɪkt/ |
| <b>time slot</b>           | /'taɪm slɒt/           |
| <b>screen sharing</b>      | /'skri:n ,ʃeərɪŋ/      |
| <b>mute yourself</b>       | /'mju:t jɔ:'self/      |
| <b>unmute yourself</b>     | /,ʌn'mju:t jɔ:'self/   |
| <b>decision-maker</b>      | /dɪ'sɪʒən ,meɪkə(r)/   |
| <b>attendance list</b>     | /ə'tendəns lɪst/       |

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20 phrases

## ENGLISH

**Let's get started.**

**Today's agenda is the product launch and the timeline.**

**Here's a quick update from my side.**

**Could you clarify that point?**

**I agree with that proposal.**

**We may need to reschedule the meeting.**

**Can we move on to the next item?**

**Let's keep this as a priority.**

**We need a decision by Friday.**

**I'll take that as an action item.**

**Let's summarize the next steps.**

**I'll send a follow-up after the meeting.**

**Can we review the action items first?**

**I'd like to add one more point to the agenda.**

**Can everyone see the screen?**

**Let's come back to this question later.**

**We are running out of time.**

**Could you share your update in two minutes?**

**We seem to be aligned on this issue.**

**I'll send the meeting notes this afternoon.**

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