

TRANSITION WORDS

Addition:

In addition	En outre	More important	Plus important	Next	Ensuite, puis
By the way	D'ailleurs	Firstly	D'abord	Finally	Finalement
Either /or	Soit/soit	Secondly	Second	As well	Aussi

Contrast:

Still	Toujours	On the contrary	Au contraire	All the same	Tout de même
Nevertheless	Néanmoins	Otherwise	Sinon, autrement	Instead	Plutôt
In spite of this	Malgré cela	Actually	En fait	Anyway	De toute façon
In contrast	En contraste	However	Pourtant	In reality	En réalité

Comparison:

Likewise	Pareillement	In such a manner	De telle façon
In the same way	De même façon	Whereas	Tandis que, alors que

Cause, result, purpose:

Therefore	Donc/ainsi	Accordingly	Par conséquent	To this end	A cette fin
As	Comme	Knowing this	Sachant ceci	Bearing in mind	Sans oublier
After all	Après tout	Of course	Evidemment	In many cases	Souvent

Example, restatement:

For instance	Par exemple	Indeed	Effectivement	In brief	Bref
In particular	En particulier	In other words	En d'autres termes	In conclusion	Pour conclure
That is to say	C'est-à-dire				

Time:

Initially	Au début	At length	Longuement	At the same time	En même temps
Afterwards	Après	Soon	Bientôt	Nowadays	De nos jours
Later on	Plus tard	In the meantime	Pendant ce temps	In the future	Dans l'avenir

Place:

Here	Ici	Beyond	Au-delà
There	Là	Further on	Plus loin
Nearby	Près	Opposite	Opposé

Key sentences for Business Meetings and Seminars in English

Opening the Meeting

- Good morning/afternoon, everyone.
✓ If we are all here, let's get started

Welcoming

Good morning and welcome to (name of company, name of conference hall, hotel, etc.)

- Thank you all very much for coming today.
- I hope you all had a pleasant journey here today.

Introducing yourself

- My name is Mark Watson from [name of company], where I am responsible for

Introducing Participants

- I'd like to introduce (name of participant)

Giving apologies for someone who is absent

- I have received apologies for the absence of (name of participant), who is (place/reason).

Introducing your presentation

- The purpose of today's presentation is to
- In today's presentation I'd like to show you... /explain to you how...

Stating the Principal Objectives of a Meeting

- I've called this meeting in order to ...

Explaining that there will be time for questions at the end

- If you have any questions you'd like to ask, please leave them until the end, when I'll be happy to answer them.

Reading the Minutes (Notes) of the Last Meeting

- Here are the minutes from our last meeting, which was on (date)

Introducing the Agenda

- Have you all received a copy of the agenda?
- I suggest that we: go in order /skip item x and move on to item z

Allocating Roles (secretary, participants)

- (name of participant) has agreed to take the minutes.
- (name of participant) will lead point 1, (name of participant) point 2, and (name of participant) point 3.

Agreeing on the Ground Rules for the Meeting (contributions, timing, decision-making, etc.)

- We will hear a short report on each point first, followed by a discussion round the table.
- The meeting is due to finish at...(time)so we'll have to keep each item to ten minutes.

Introducing the First Item on the Agenda

- So, the first item on the agenda is
- Pete, would you like to begin?

Closing an Item

- I think that covers the first item.
- If nobody has anything else to add, we will move on.

Next Item

- Now let's take a look at ...
- The next item on the agenda is...

Giving Opinions

- I'm positive that
- In my opinion
- The way I see things
- If you ask me,

Asking for Opinions

- (name of participant) can we get your input?
- How do you feel about...?

Commenting

- I never thought about it that way before.
- Good point!
- I see what you mean.

Agreeing

- I totally agree with you.
- I have to agree with (name of participant).

Disagreeing

- Unfortunately, I see it differently.
- Up to a point I agree with you, but... (I'm afraid) I can't agree

Advising and Suggesting

- Why don't you....
- How/What about...
- I suggest/recommend that...

Clarifying

- Have I made that clear?
- Do you see what I'm getting at?
- Let me put this another way

Requesting Information

- I'd like you to...
- Would you mind...
- I wonder if you could...

Asking for Repetition

- I'm afraid I didn't understand that. Could you repeat what you just said?
- I missed that. Could you say it again, please?

Asking for Clarification

- Could you explain to me how that is going to work?
- I don't see what you mean. Could we have some more details, please?

Asking for Verification

- You did say next week, didn't you?
- Do you mean that...?

Asking for Contributions

- What do you think about this proposal?
- Would you like to add anything, (name of participant)?
- Are there any more comments?

Correcting Information

- Sorry, that's not quite right.
- That's not what I meant.

Summarizing

- Before we close, let me just summarize the main points.
- To sum up,.....

Finishing Up

- Is there Any Other Business?

Suggesting and Agreeing on Time, Date and Place for the Next Meeting

- Can we fix the next meeting, please?
- What about? How is that?

Future Contact Details

- Let me give you my business card./ my e-mail address/office number.
- How can I reach/contact you?

Concluding and summarising

- Well, that brings us to the end of the meeting.
- Now, just to summarise, let's quickly look at the main points again.

Inviting questions

- If anyone has any questions, please feel free to ask them now.

Dealing with (difficult) questions

- I'll come back to that question later if I may.
- That's a good question but give me some time to think it over

Adding Further Points

- By the way, it's interesting to know that ...
- Incidentally, I recently heard about ...

Contrast

- However, I must say that ...
- Yet, if we look at things from a different angle ...
- Still/Nevertheless we must bear in mind ...

Cause and Purpose

- Therefore it would be unreasonable to ...
- Consequently, there is no way of knowing if ...
- After all, it's important to remember that ...
- Bearing in mind what you have just said ...

Examples and Restatement

- For example/For instance I recently heard about
- In other words, what you are doing ...

Polite Interruptions

- I'm sorry to interrupt, but ...
- Do you mind if I jump in here?
- Pardon me

Filler Phrases

- ... you know ...
- Well, let me see ...
- As a matter of fact ...

When you can't find the exact word to describe something

- ... sort of ...
- ... like ...
- ... kind of ...

Searching for the best words

- How shall I put it?
- What's the word I'm looking for ...?
- How do you say that?

Referring to a previous point made

- As I mentioned earlier ...
- You may recall that I explained ...

