

**Instructions:** Match the following phrases with their correct function in a business meeting. Write the letter of the correct function next to each phrase.

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### Phrases

"Let's get started, shall we?"

"Could we have an update on [specific topic]?"

"I completely agree with you on that."

"Could you please clarify what you meant by [specific point]?"

"Let's move on to the next item."

"Just to confirm, here are the tasks assigned during the meeting..."

"Sorry to interrupt, but I think it's important to mention..."

"Thank you all for attending."

"Let me introduce [Name], who will be joining us today."

"Shall we schedule our next meeting?"

"I'd like to hear your thoughts on this."

"We're getting off-topic; let's bring it back to the main agenda."

"I understand where you're coming from, but I'm not sure I agree."

"Let's summarise the tasks assigned today."

"Could you provide more details on that point?"

"I want to make sure we finish on time, so let's move along."

"I'd like to offer a different perspective."

"Let's take a moment to calm down and refocus."

"Please find the meeting minutes attached."

"I'd like to build on what [Name] said..."

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## Functions

- a. Agreeing
- b. Asking for updates
- c. Interrupting politely
- d. Starting a meeting
- e. Diffusing tension or misunderstandings
- f. Welcoming participants
- g. Asking for clarification
- h. Moving from one item to the next
- i. Introducing attendees
- j. Scheduling the next meeting
- k. Requesting input or opinions
- l. Steering the conversation back on track
- m. Politely disagreeing
- n. Managing time
- o. Offering alternative viewpoints
- p. Summarising action items
- q. Sending a meeting summary or minutes
- r. Building on someone else's point

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## **Answer Key: Business Meeting Phrases**

1. d. Starting a meeting
2. b. Asking for updates
3. a. Agreeing
4. g. Asking for clarification
5. h. Moving from one item to the next
6. p. Summarising action items
7. c. Interrupting politely
8. f. Welcoming participants
9. i. Introducing attendees
10. j. Scheduling the next meeting
11. k. Requesting input or opinions
12. l. Steering the conversation back on track
13. m. Politely disagreeing
14. e. Summarising action items
15. g. Asking for clarification
16. n. Managing time
17. o. Offering alternative viewpoints
18. e. Diffusing tension or misunderstandings
19. q. Sending a meeting summary or minutes
20. r. Building on someone else's point