

Business Meetings Vocabulary & Expressions In English

to schedule a meeting = programmer une réunion
to attend a meeting = assister à une réunion
to run/ to lead a meeting = animer une réunion
to postpone a meeting = reporter une réunion
to bring forward a meeting (UK) / to move up a meeting (USA) = avancer une réunion
to cancel a meeting = annuler une réunion
The agenda (UK) / The calendar (USA) = L'agenda
topic/item = sujet
the minutes = le compte-rendu
to take the minutes = écrire le compte-rendu
to go over = revoir
brain-storming = discussion en groupe pour résoudre un problème
deadline = heure/date limite
a show of hands = un vote à main levée
to wrap up = conclure
to adjourn = ajourner/reporter

Useful expressions

Avant de démarrer la réunion :

The purpose of this meeting is to = Le but de cette réunion est de

Our goal/aim today is to = Notre objectif aujourd'hui est de

Let's get started ! = commençons !

Shall we start ? Pouvons-nous commencer ?

Let's get down to business ! = Mettons-nous au travail !

Let's go around the table = faisons un tour de table (présentations)

This is an overview of = voici une vue d'ensemble de

Can you all hear me ? = M'entendez-vous tous ?

Can everyone see the screen ? = Tout le monde peut-il voir l'écran ?

Has everyone received the agenda ? = Tout le monde a-t-il reçu l'ordre du jour ?

We will deal with the questions at the end = nous traiterons les questions à la fin

Commencer sa présentation :

I suggest that I start with... = je propose de commencer par...

I'm going to present... = je vais vous présenter...

I speak on behalf of... = je parle au nom de ...

I'd like to hand over to = j'aimerais donner la parole à

We're here today to discuss... = nous sommes réunis ici pour parler de...
I've called this meeting to... = J'ai organisé cette réunion pour...

Pendant la réunion :

All those in favour, raise your hands = que ceux qui sont pour lèvent la main
Let me put it another way = laissez-moi vous expliquer autrement
Let's move on to = Passons à autre chose
I'm not sure I follow you = Je ne suis pas sûr de vous suivre
Could you explain why...? = Pouvez-vous expliquer pourquoi...?
I'm afraid I don't agree = Je crains de ne pas être d'accord
I'll take that into consideration = Je prendrai cela en considération/compte
I will get back to you on this question = Je reviendrais vers vous sur cette question
to make a proposal = faire une proposition
to make a motion = faire une suggestion/proposition
Who would like to speak ? = qui veut prendre la parole ?
Who would like to speak first ? = qui veut prendre la parole en premier ?
Are there any comments ? = y a-t-il des commentaires ?
While we are on the subject, I'd like to say... = puisqu'on en parle, j'aimerais dire...
What do you mean ? = que voulez-vous dire ?
Would you like to clarify this point ? = Pourriez-vous éclaircir ce point ?
Could we stick to the item ? = Pourrions-nous nous en tenir au sujet ?
Shall we leave that item ? Peut-on clore le sujet ?
I tend to think that = j'ai tendance à penser que
Let's go back on track = revenons au sujet
We're running out of time = on n'a plus le temps
In a nutshell, you're saying that... = en résumé, vous dites que...

Terminer la réunion :

Can we come to a decision before we close the meeting ? = pouvons-nous prendre une décision avant de clore la réunion ?
That concludes our business today = c'est terminé pour aujourd'hui
So if nobody has anything further then I suggest that we stop there. = Donc, si personne n'a plus rien à dire, je suggère que nous nous arrêtions là.
We've covered everything = nous avons fait le tour
That's everything on the agenda = c'est tout ce qu'il y avait au programme
Let's finish there = c'est terminé

Email Examples:

(to plan a meeting)

*Dear [name of recipient],
I'm just writing to you in regards to a meeting about [subject of meeting].*

I think it's important that we touch base about a few ideas and I was wondering if you would like to come to our offices at [address] for a meeting to discuss this further. Would either [two choices of date and time] work for you?

*Please let me know if you'd like to meet at a different time.
Kind regards,
[your name]*

(to accept an invitation and/or change the date/time)

*Dear [name of recipient],
Thanks for your invitation to the meeting about [subject of meeting].*

I agree that it's important to get together. (a) I would be happy to come to you [time and date] to discuss things further. OR (b) Unfortunately the times that you proposed for the meeting don't work for me as I have other commitments. Would [suggest a time/date] be possible for you instead?

*Kind regards,
[your name]*

(to discuss the meeting after it is finished)

*Dear [name of recipient],
Thanks so much for the meeting on (date). I really appreciated it and I feel that we progressed well.*

I just had a question regarding {subject}. Could you give me an update on that please?

*Kind regards,
[your name]*