

18 Phrases for English Meetings

Practical lines for the moments when the meeting moves fast and your English needs to be available now.

Use this guide like a meeting tool:

Pick one pressure moment. Say one phrase out loud three times. Then use it when the meeting gives you the opening.

Written by An'ton, English in Meetings

The six pressure moments

These phrases are organized by what is happening in the meeting, not by grammar category. That makes them easier to choose when the conversation is moving quickly.

1. Enter the conversation

Phrase	Use it when...
Can I add one point here?	Use this when you have an idea and need a clean opening.
I want to build on that.	Use this when your point connects to someone else's comment.
There is one thing I would add.	Use this when you want to contribute without taking over.

2. Interrupt politely

Phrase	Use it when...
Sorry to jump in, but this connects to the timeline.	Use this when the meeting is moving and your point is time-sensitive.
Can I pause us there for a second?	Use this when the group may be moving past an important detail.
Before we move on, can I clarify one thing?	Use this when you need to stop confusion early.

3. Disagree without sounding rude

Phrase	Use it when...
I see it a little differently.	Use this before explaining another view.
My concern is the timeline.	Use this to make the disagreement about the business issue.
I agree with the goal, but I am not sure about the approach.	Use this when you support the result but not the method.

4. Ask before you answer

Phrase	Use it when...
Just to check I understood, are you asking about the timeline?	Use this when the question was fast or unclear.
Do you mean the current version or the next release?	Use this when two meanings are possible.
Can you give me one example of what you mean?	Use this when the question is too general.

5. Fix a misunderstanding fast

Phrase	Use it when...
Let me put that a better way.	Use this when your first sentence did not land clearly.
That came out wrong. What I mean is this.	Use this when you need to repair the message quickly.
I should clarify that point.	Use this when the room may have understood you incorrectly.

6. Close your point with confidence

Phrase	Use it when...
So the main point is this.	Use this to signal your final summary.
The decision we need is whether to move forward today.	Use this when the meeting needs action.
My recommendation is to keep the scope clear and start with the first step.	Use this when you want to finish with direction.

Practice page

Choose one phrase before the meeting. Do not try to memorize everything. One available sentence is better than ten perfect sentences that do not arrive in time.

Pressure moment	Phrase I will use	My work example
I need to enter the conversation		
I need to disagree politely		
I need to ask before I answer		
I need to close my point		

Your three-second rule

Before a meeting, prepare only the first three seconds. The opening phrase gives you entry. After that, your explanation can be slower, clearer, and more natural.

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