

Attending a Meeting - Useful Phrases

Watch the video and write down the phrases:

<https://youtu.be/NEKZFA7L7Lg>

1. Introduction

Formal

Informal

2. Making suggestions

Positive

Negative

3. Agreeing with the suggestions

4. Disagreeing with the suggestions

5. Asking questions / Asking questions for clarification

6. Making promises/offers

7. Refusing politely