

THE LANGUAGE OF MEETINGS

I. PRESENTING AN ARGUMENT

Beginning

I would like to begin by...
I would like to make a few remarks concerning...
I would like to comment on the problem of...
I would like to mention briefly that...
There are three points I would like to make.
The most important points seem to me to be...

Ordering

First of all, we must bear in mind...
At the outset...
To begin with...
Firstly,... Secondly,... Thirdly,... Finally,...

Introducing a New Point

I would now like to turn briefly to the problem of...
The next issue I would like to focus on is...
Turning to,...

Adding

In addition...
I might add that...
As well as,... there is also...
Not only,... but also...
Furthermore,...
Moreover,...

Giving an Example

Let me give an example...
To illustrate this point, let us consider...
A case in point is...

Balancing

On the one hand...but on the other hand ...
Although...,we mustn't forget ...
Whereas...,we have to remember ...
In spite of, I still think ...
Despite the fact that...,I...

Generalising

On the whole ...
In general ...
Generally speaking...
By and large...
All in all...
All things considered, ...

The Language Of Meetings

EW Minium



The Language Of Meetings:

The Language of Meetings Malcolm Goodale,2005 **The language of meetings** Ženja Kansky-Rožman,2004 *The Language of Business Meetings* Michael Handford,2010 The Language of Business Meetings Michael Handford,2010-08-19 This book presents a corpus based study of the language used in business meetings **Managing Language** Francesca Bargiela,Sandra J. Harris,1997-06-12 The book attempts to answer the question what do managers in multinational companies really do during meetings Following fieldwork in three corporations in Britain and Italy the picture that emerges is one that challenges the widespread understanding of meetings as boring routine events in the life of an organisation As the recordings analysed in the book show organisational meanings and relations come into existence through verbal interaction these are challenged and manipulated in a constant process of sense making in search of coherence which engages managers in their daily work life The pragmatics of pronominalisation metaphors and discourse markers as well as thematic development reveal the dynamics of sense making in both English and Italian The native perspective adopted in Part One of the book is complemented in Part Two by a contrastive study of the structural and pragmatic properties of meetings in the corporate and cultural contexts of the British and Italian multinationals respectively Finally the intercultural dimension of corporate communication is vividly portrayed in the experience of managers of an Anglo Italian joint venture examined in the concluding chapter *Let's Do Business* ,2005 **Visitron (videorecording)** Brian Howe,1987

Authorized Report of the Meetings in Defence of the Athanasian Creed Athanasian Creed Defence Committee. Meeting in Defence of the Athanasian Creed,1873 **The Language Of Meeting** Goodale, The Bulletin of the New England Modern Language Association ,1923 **Report of the ... and ... Meetings of the British Association for the Advancement of Science** British Association for the Advancement of Science. Meeting,1908 *VISITRON 2 PROFESSEUR* Brian Howe,1988 Summary Provides a rich and realistic source of business of meetings and negotiations through analysis discussion and practice **Transactions of the Pharmaceutical Meetings** ,1877 **Reports of the Meetings & Discussions Held in London, August 10-17, 1891** ,1891 **Modern Language Forum** ,1924 **Proceedings of the ... Annual Meeting** Society for the Promotion of Engineering Education (U.S.). Annual Meeting,1928 **Annual Meeting** Illinois Education Association,1916 *The American Friend* ,1921 *The Atlantic Reporter* ,1908 *Holstein-Friesian World* ,1911

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