

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

Rachel Sandford



The Language Of Meetings:

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