

Useful Expression on Meetings and Discussion

Getting started

Let's get started.

We need to discuss . . .

We need to talk about . . .



Presenting Options

We have several alternatives:

We have two options:

We could either . . . or . . .

Stalling the Discussion

Before we move on, I think we should . . .

Wait a minute. We haven't discussed . . .

Don't you think we need to . . .

Not so fast. We haven't (yet) . . .



Talking about discussion items

The first thing we need to discuss is . . .

The first item on the agenda is . . .

The first thing on the list is . . .

First, we need to talk about . . .

Moving on

Let's move on to Item 2.

Let's move on to the next topic.

We need to move on.

The next item (of business) is . . .

We need to go on to the next item.

Shall/Should we move on?

Asking for Clarification

What do you mean by . . .

I don't quite follow you.

I didn't get what you meant by . . .

Could you clarify that?

Could you elaborate on that?