Chairing Meetings

Starting Phrases

1. Start the Meeting

Shall we get started?

Shall we begin?

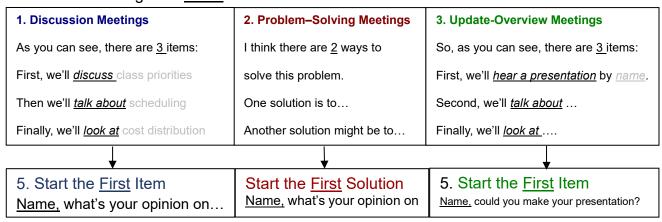
2. Summarize the Situation

As you know, regarding the current...

3. State the Objective

Our objective today is to discuss (evaluate, develop, decide) ...

4. Introduce the Agenda Items



Sequence Summary: 1. Start — 2. Situation — 3. Objective — 4. Items — 5. First

Chairing Meetings

Ending Phrases

Summarize the Meeting

So, to summarize, we talked about... discussed how to... tried to identify

2. State the Decision // No Decision

We have decided to ___ // We have decided not to__ because ...

3. Suggest the Action Plan

What we should do next is first.... second... third...

4. Ask for Last Comments

Are there any last comments before we close?

5. End the Meeting

Shall we stop here? Thank you everyone.

Sequence Summary: 1. Summarize - 2. State -- 3. Action Plan - 4. Comments — 5. End