

Beginning

I have been asked to talk to you [today, about...
[this evening
[this afternoon

I have been invited here to talk to you about...

I am very pleased to be here with you today to talk (to you) about...

Mr. Chairman, Ladies and Gentlemen...

Ms. (miz) Chairwoman, Ladies and Gentlemen...

Beginning a paragraph or a topic

Firstly...

First...

Let me give you some examples of...

Furthermore...

I would also like to draw your attention to...

I would also like to mention...

Another important aspect/point is...

Agreeing

Yes, I agree with you (completely).

Yes, I think you are right.

Yes, I think so, too.

Absolutely.

Asking for agreement

Do you agree with me?

Don't say:

Don't you think so?

I'm OK

Isn't that what you think, too?

I'm agree

Disagreeing (politely)

I am afraid I cannot agree with you (on that point).

I see the problem somewhat differently from you.

I am not sure I agree with you.

To a certain [extent, yes, but...
[degree

I don't see the problem the way you do.

I agree in principle, but...

You may be right, but...

Disagreeing (strongly)

No, I cannot agree with you (on that point).
(on that one).

Absolutely not.

No, that is not the way I see the problem...

No, you are wrong...

No, you haven't got it right, there...

Giving your opinion

As far as I see it...

In my opinion...

I think (that)...

It seems to me (that)...

I (strongly) believe (that)...

Personally, I believe (that)...

What I think is that...

Asking for opinions

What's your position?

What do you think about...?

What is your view on...?

How do you feel about...?

How do you see that?

Asking for explanations

I wonder if you could tell me [about...?
[what you think of...?

Could you please explain what you mean by...?

Could you please tell me more about...?

Could you give me some more examples of...?

Would you mind telling me about...?

Would you mind if I asked you about...?

Evasive action

Correct me if I'm wrong. Your question was...

Let me check I've understood correctly. What you want to know is...

Mistakes

Oh, no that's not what I wanted to get across.

Oh, I'm sorry...

Terribly sorry - my mistake!

Oh, forgive me, what I meant was...

Looking for your words

Now, how can I put that?

Let me explain that differently.

In other words...

What I mean is...

I'm sorry, I'm looking for the right word...

Making a point

The point is...

Well let's look at this way...

What I'd like to say is...

Let me point out that...

It should be noted that...

Challenging a point

I see what you mean but...

That's all very well, but...

But you seem to have forgotten that...

No, it simply isn't true that...

Coming back over a point

In other words...

Let me put that differently...

Or, to put it differently...

Being persuasive

I think we all agree (on that point) don't we?

It goes without saying that...

And of course...

Obviously...

Clearly...

Interrupting

I'm sorry to interrupt, but...

Before you go on, may I say that...

Excuse me, but...

I'd like to add...

Changing the point

This raises another question...

Perhaps we could move on...

By the way...

Another point that (that) we should discuss is...

Closing the discussion

We seem to have covered everything. Thank you, Ladies and gentlemen.

Good, now perhaps we can leave it there for today.

Well, if there are no more questions, perhaps we could leave it there.

It's getting late; perhaps we could stop there for today.

If there are any more questions I'd be very pleased to answer them.