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In the modern corporate world, effective communication is key to professional success. Whether you are leading a team, attending a client meeting, or participating in a discussion, having strong English communication skills can make a huge difference. This guide provides essential meeting conversation phrases, downloadable PDF resources, and tips to improve your business English for professional settings. Meetings are an integral part of corporate life, and the ability to communicate fluently in English is crucial for collaboration, decision-making, and problem-solving. A well-structured meeting requires clear and professional communication, which ensures efficiency and productivity. If you're looking to Improve Corporate Spoken English (Improve Corporate Spoken English), mastering meeting conversations is a great place to start. Here are some key phrases that will help you navigate different stages of a meeting confidently: "Good morning, everyone. Let's begin the meeting." "Before we start, let's go over today's agenda." "Shall we get started? We have a lot to cover." "I'd like to propose a solution for this issue." "My suggestion is to implement a new strategy for better results." "Have we considered alternative approaches?" "I completely agree with your point." "I see your perspective, but I have a different opinion." "That's an interesting approach, but we might need to reconsider." "What are your thoughts on this?" "Does anyone have any suggestions?" "How do you feel about this proposal?" "To summarize, we have decided to proceed with this approach." "Let's schedule a follow-up meeting to track progress." "Thank you all for your contributions. Meeting adjourned." For a more comprehensive list of business phrases, check out our Business Communication Words and Phrases. To enhance your learning, we have compiled a Meeting Conversation in English PDF, which includes common phrases, practical dialogues, and exercises to help you improve. Download Now This PDF is a great resource for those enrolled in Business English Communication Course or those looking for Conversational English Classes. Enroll in a One to One English Speaking Course to simulate real business meetings and practice live. Understanding professional vocabulary can make you sound more confident. Download our Business Vocabulary in Use PDF to learn industry-specific terms. Taking an online course, such as Business English Courses for Professionals, can help improve your professional English skills. Watching corporate discussions or listening to podcasts on business communication can expose you to different conversational styles. Recording yourself and seeking feedback from professionals or trainers can help refine your communication skills. Having a strong grasp of Meeting Conversation in English is essential for any professional looking to excel in the corporate world. By downloading our Meeting Conversation in English PDF, practicing essential phrases, and enrolling in Business English Training Courses, you can significantly improve your workplace communication. For more insights and structured learning, explore our related guides: Start improving your business English today and take your communication skills to the next level! Discussions in meetings and around the office are a major part of any working day. Getting familiar with different business English dialogues that might take place in these settings can help you feel confident and communicate effectively.Let's look at some sample dialogues for various everyday business conversations.Contents Dialogues for Business MeetingsLike it or not, a lot of your time at work is probably going to be spent in business meetings. Being familiar with appropriate business English dialogues for these situations can make all the difference in how well you present yourself to your boss and colleagues.Let's look at some sample dialogues that might take place in a business meeting situation. You can adapt these dialogues to your own company, projects and needs. Scheduling a meetingWhen scheduling a meeting, it's important to clarify when and where the meeting will take place. You might also need to consider who should be present for the meeting. Anna: Hi, John. Can we schedule a meeting to discuss the new project? John: Sure, Anna. When would be a good time for you? Anna: How about tomorrow at 10 AM? John: That works for me. Should we book a conference room or have it online? Anna: Let's do it online. I'll send out the meeting invite. John: Great, I'll be there. Expressing opinionsWhen you're participating in a meeting, it's important to show that you care about the topics being discussed by expressing your opinion. Consider this dialogue about an upcoming launch for a new product.Project lead: What do you think about our plans for this product launch? Colleague: It looks to me like you have a lot planned before your deadline. I'd suggest you push your deadline back so you have time to run a successful advertising campaign. Project lead: I respectfully disagree with you there. The priority is to launch before the holidays, so we don't want to move this deadline. Colleague: OK, then maybe you should simply plan a bit so you can meet the deadline and achieve your main goals. Asking questions If you don't fully grasp a concept, it's important to get clarification instead of pretending you understand.Presenter: Did anyone have any questions before we move on? Colleague: I'm not sure I fully understood the changes you mentioned in the report. Presenter: No problem. What part wasn't clear? Colleague: You said there will be a new process for approvals. Could you explain how that works? Presenter: Sure. From now on, approvals will go through a new software system. Each manager will receive an automatic notification to approve tasks. Colleague: Got it. That clears things up. Thanks! Navigating negotiationsPart of doing business is knowing how to negotiate. Sometimes it involves very simple issues like when to schedule the next follow-up on a project, while other times it can be more complex, like closing a major deal.Boss: How do you think we should move forward with this project? As you know, we're expected to present it to our clients next week. Employee: How about we get in touch with Acme Corp and discuss moving the deadline out three weeks? Boss: We really need to push forward with this project to have it completed by the deadline. They're not interested in extensions. Employee: In that case, we could delay completion on the Archibald Company work. Boss: I think you're right, that's the only way we can finish working on the Acme project by next Thursday. Here's a sample dialogue for negotiating a contract when doing business with someone outside your company. Client: We're interested in the proposal, but the pricing seems a bit higher than expected. Can we negotiate? Sales Rep: I understand your concern. While our rates reflect the quality of service, we can offer a 10% discount for long-term contracts. Client: That sounds better, but we were hoping for something more in the 15% range. Sales Rep: Let me speak with my manager and see what we can do. I'll get back to you by the end of the day. Client: Thank you. We look forward to hearing from you. Giving feedback to a colleagueIn a healthy working environment, feedback is welcome. When giving feedback, it's important to highlight both the positive aspects and the things that can be improved. Manager: Hi, Sarah. I wanted to give you some feedback on your presentation yesterday. Sarah: Sure, I'd love to hear it. Manager: Overall, it was great. Your data was well-researched, but I noticed the audience seemed a bit disengaged toward the end. Maybe next time, try incorporating more visuals or interactive elements. Sarah: Thanks for the suggestion. I'll definitely keep that in mind for my next presentation. Here's another sample dialogue from a business meeting: Dialogues for Conference CallsKnowing how to handle a conference call with professionalism is a very important skill to have in the business world. Beginning the callWhen you begin a conference call, it's important to indicate you're on the line and to determine if everyone has shown up for the call.Call leader: Hi everyone, this is Cassandra Stone. I'm the CFO and I'm joined by Mark, our CEO and Kendra, our VP of Sales. Please introduce yourself and state your position. Client: Hi, this is Dave Grossman. I'm the Marketing Director here. [Other call participants introduce themselves as well.]Call leader: It sounds like everyone is on the line, so we'll get started. Asking for clarificationWhen someone's speaking and you miss something because you can't hear them or they're speaking too quickly, wait for a pause and then ask:Person 1: Sorry, I didn't catch that last part. Would you mind repeating yourself for me? Person 2: Of course. I said that I think we need to double-check the budget to make sure we can cover the cost of the banquet. Person 1: Thank you. Yes, I agree. Let's look at the budget now. Handling a complaintIf your job involves answering phone calls from customers, you might have to deal with a complaint from time to time. Here's an example of how to successfully handle a customer complaint. Customer: I'm calling because my shipment arrived late, and several items were damaged. Support Agent: I'm very sorry to hear that. Could you please provide your order number so I can look into this for you? Customer: It's 127553. Support Agent: Thank you. I see the issue. We'll send replacements for the damaged items immediately, and I'll follow up with the courier about the delay. You should receive your new shipment within two days. Customer: I appreciate the quick response. Support Agent: You're welcome. If there's anything else, don't hesitate to contact us. Ending the callIt's good practice to thank everyone and say goodbye before ending a conference call.Call leader: I believe this concludes our call. Thank you all for joining us. Client: Thank you for setting up this call. Discussing our marketing strategy was very helpful. I look forward to being in touch on this topic again soon. Bye, everyone. To see a sample business phone conversation, check out this video: Dialogues for Casual Conversation at the OfficeBefore we get into the dialogues, here is a fun lesson on casual office conversations from our YouTube channel:Here are some dialogues for casual conversation around your office. GreetingsGet the conversation going by saying "hi" when you see someone you know.Amir: Hey, Jane! Jane: Hi Amir, how are you? Amir: I'm doing well, thanks for asking. How about yourself? Jane: I'm great! IntroductionsIf you're meeting someone for the first time, it's a good idea to be polite and introduce yourself.Miguel: Hi, I'm Miguel. I'm not sure if we've met—what's your name? Stacy: I'm Stacy. Miguel: It's nice to meet you. I work in the marketing department, how about you? Stacy: It's nice to meet you, too. I'm in accounting. Small talk Being able to comfortably navigate chit-chat or small talk (casual conversation) will make your work life a more pleasant experience. You'll often find yourself talking about the time at work:Jane: What time is it? Amir: 2:30. Jane: Great, thanks. When does our afternoon meeting start? Amir: You have some time. It starts at 3:00. Another common topic of casual conversation is the weather.Amir: Crazy weather we've been having! Jane: I know! I can't believe how rainy it has been. Amir: On top of everything, I forgot my umbrella today. Jane: Oh, no! You can borrow mine if you go out for lunch. In general with small talk, it's a good idea to try and find some common ground with your colleagues. Sports, movies, books and food are all fruitful subjects.Jane: Did you see "Wonder Woman" this weekend? Amir: I did! How about you? Jane: I did, too. What did you think of it? Amir: I really enjoyed it. Jane: So did I. What was your favorite part? Saying goodbyeYou can end a chat with a colleague by saying a friendly goodbye.Jane: It's been great chatting with you. See you later! Amir: See you soon, Jane! Here are some more sample dialogues that could take place at the office:For more English dialogues at the workplace and elsewhere, you can use an immersive language learning program like FluentU.Business English dialogues can help you navigate work with ease. Knowing what to say for each situation you encounter helps you maintain a professional appearance regardless of what's thrown your way. If you're like me and prefer learning English on your own time, from the comfort of your smart device, I've got something you'll love. With FluentU's Chrome Extension, you can turn any YouTube or Netflix video with subtitles into an interactive language lesson. That means you can learn from real-world content, just as native English speakers actually speak. You can even import your favorite YouTube videos into your FluentU account. If you're not sure where to start, check out our curated library of videos that are handpicked for beginners and intermediate learners, as you can see here: FluentU brings native English videos within reach. With interactive captions, you can hover over any word to see an image, definition, and pronunciation. Just click on the word to see other example sentences and videos where the word is used in different contexts. Plus, you can add it to your flashcards! For example, if I tap on the word "viral," this is what pops up: Want to make sure you really remember what you've learned? We've got you covered. Practice and reinforce the vocab from each video with learn mode. Swipe to see more examples of the word you're learning, and play mini-games with our dynamic flashcards. The best part? FluentU tracks everything you're learning and uses that to create a personalized weather.Amir: Crazy weather we've been having! Jane: I know! I can't believe how rainy it has been. Amir: On top of everything, I forgot my umbrella today. Jane: Oh, no! You can borrow mine if you go out for lunch. In general with small talk, it's a good idea to try and find some common ground with your colleagues. Sports, movies, books and food are all fruitful subjects.Jane: Did you see "Wonder Woman" this weekend? Amir: I did! How about you? Jane: I did, too. What did you think of it? Amir: I really enjoyed it. Jane: So did I. What was your favorite part? Saying goodbyeYou can end a chat with a colleague by saying a friendly goodbye.Jane: It's been great chatting with you. See you later! Amir: See you soon, Jane! Here are some more sample dialogues that could take place at the office:For more English dialogues at the workplace and elsewhere, you can use an immersive language learning program like FluentU.Business English dialogues can help you navigate work with ease. Knowing what to say for each situation you encounter helps you maintain a professional appearance regardless of what's thrown your way. If you're like me and prefer learning English on your own time, from the comfort of your smart device, I've got something you'll love. With FluentU's Chrome Extension, you can turn any YouTube or Netflix video with subtitles into an interactive language lesson. That means you can learn from real-world content, just as native English speakers actually speak. You can even import your favorite YouTube videos into your FluentU account. If you're not sure where to start, check out our curated library of videos that are handpicked for beginners and intermediate learners, as you can see here: FluentU brings native English videos within reach. With interactive captions, you can hover over any word to see an image, definition, and pronunciation. Just click on the word to see other example sentences and videos where the word is used in different contexts. Plus, you can add it to your flashcards! For example, if I tap on the word "viral," this is what pops up: Want to make sure you really remember what you've learned? We've got you covered. Practice and reinforce the vocab from each video with learn mode. Swipe to see more examples of the word you're learning, and play mini-games with our dynamic flashcards. The best part? FluentU tracks everything you're learning and uses that to create a personalized experience just for you. You'll get extra practice with tricky words and even be reminded when it's time to review—so nothing slips through the cracks. Start using the FluentU website on your computer or tablet or, better yet, download our from the App Store or Google Play.Click here to take advantage of our current sale! (Expires at the end of this month.) 100%(1)100% found this document useful (1 vote)2K viewsThis document provides sample dialogues for common workplace interactions in English, including participating in meetings, handling conference calls, and casual conversations. It includes in... SaveSave Practical Business English Dia For Later100%100% found this document useful, undefined We know how important effective telephone communication is, so we have prepared a great list of business English phone calls dialogues exercises for you. This guide provides easy to follow up dialogues, practical examples and targeted exercises to help you feel comfortable in your business telephone conversations.Telephone Practice Exercises in English1. Making Contact: Dialogues and ExamplesFormal Setting: Initial ContactExample Dialogue:Receptionist: "Good afternoon, this is Linda from Easton Enterprises. How may I assist you today?" Caller: "Good afternoon, Linda. My name is David Collins, and I'm calling from Global Tech. I'd like to speak with Ms. Emily Banks regarding our recent proposal." Receptionist: "Let me check if she's available. Could you please hold for a moment?" Caller: "Of course, take your time." Practice Tip: Role-play different formal scenarios by changing company names and call purposes. This helps learners adapt the dialogue to various professional settings.Informal Setting: Casual Check-InExample Dialogue:Caller: "Hey Ben! It's Karen. Do you have a minute to talk?" Receiver: "Karen, hey! Yeah, I've got a few minutes. What's up?" Caller: "I just wanted to check in about the plans for this weekend. Are we still on for Saturday?" Practice Tip: Modify the dialogue to include various informal topics like planning a party or a trip, and practice continuing the conversation.Business English Phone Call Exercises2.Telephone Practice Exercises – Taking a CallBusiness ContextExample Dialogue:Receptionist: "Good morning, Star Logistics. You're speaking with Angela. How can I assist you today?" Caller: "Hello Angela, this is James from L&P Shipping. I'm calling to confirm the details of our next shipment." Receptionist: "Thank you, James. Let me pull up your records. Could you please provide your shipment ID?" Caller: "Of course. It's 7X22-34." Practice Tip: Role-play both sides of the call, focusing on gathering and verifying specific information, such as shipment IDs or account numbers.3. Putting Someone on Hold: Extended DialoguesHandling a TransferExample Dialogue:Receptionist: "Good afternoon, Premier Financial Group. This is Lisa. How may I direct your call?" Caller: "Hi Lisa, I'm Paul Stanton from Stanton Solutions. I need to speak with your HR department." Receptionist: "Certainly, Mr. Stanton. I'll transfer you to our HR team now. Please hold the line." HR Rep: "Good afternoon, this is Rachel from HR. How can I assist you today?" Caller: "Hi Rachel, I'd like to discuss an issue regarding the payroll for one of our recent hires." Practice Tip: Practice smooth transfers and extend conversations by resolving issues or gathering additional information.4. Taking a Message: In-Depth PracticeFormal Message TakingExample Dialogue:Caller: "Hi, this is Sarah from MTR Consulting. May I speak with Mr. Thompson, please?" Receptionist: "I'm afraid Mr. Thompson is currently in a meeting. Would you like to leave a message?" Caller: "Yes, could you let him know that Sarah called regarding our upcoming project? He can reach me at 555-1234." Receptionist: "Absolutely, I'll pass on the message. Could you confirm your last name for me?" Caller: "It's Daniels, D-A-N-I-E-L-S." Practice Tip: Extend the dialogue by confirming and spelling out important details to ensure message accuracy.5. Telephone Problems: Practice ScenariosClarification and Wrong NumberExample Dialogue 1: ClarificationCaller: "Hi, is this the IT department?" Receiver: "I'm sorry, I didn't quite catch that. Could you repeat the department name?" Caller: "Sure, I'm looking for IT support." Receiver: "Got it. Let me connect you to IT." Example Dialogue 2: Wrong NumberCaller: "Hello, is Mike there?" Receiver: "I think you might have the wrong number. This is Andrews Bakery." Caller: "Oh, my apologies. I'll double-check the number and try again." Practice Tip: Create additional scenarios involving telephone problems and practice resolving them with polite language.Wrapping Up Business CallsExample Dialogue:Caller: "Thank you for the update on the project. I appreciate your time." Receiver: "Of course, it was my pleasure. We'll send over the final report by Friday." Caller: "Perfect. I'll keep an eye out for it. If I have any further questions, I'll give you a call." Receiver: "Sounds good. Have a great day!" Caller: "You too. Take care." Practice Tip: Practice adding more details to goodbyes, such as future plans or follow-ups, and adjust the tone based on formal or informal settings.7. Talking for the First Time with Someone on the PhoneBusiness IntroductionExample Dialogue:Caller: "Good morning, is this Mr. Robert Thompson?" Receiver: "Yes, speaking. Who am I speaking with?" Caller: "This is Susan Reed from Oakwood Insurance. I'm calling to introduce myself and discuss the new policies available for small businesses like yours." Receiver: "Thank you for reaching out, Susan. I'm interested in hearing more." Practice Tip: Practice introducing yourself clearly and concisely, and smoothly transition to the main purpose of the call.8. Business Exercises on the PhoneScheduling a MeetingExample Dialogue:Caller: "Hi, this is Jack from Morris Consulting. I'd like to schedule a meeting with your sales team for next Thursday." Receiver: "Thank you, Jack. Let me check our availability. Could we schedule the meeting for 10 AM?" Caller: "That works for me. I'll send over the details shortly." Resolving a ComplaintExample Dialogue:Customer: "Good afternoon. I ordered some office supplies from your website, but they haven't arrived yet." Customer Service Rep: "I'm sorry to hear that. Can you provide me with your order number so I can look into it?" Customer: "Sure, it's 48293." Customer Service Rep: "Thanks. I see the issue here. We'll expedite the delivery, and you should receive it by tomorrow." Practice Tip: Extend role-play exercises to include follow-up actions like confirming details or providing further instructions.Telephone Practice Exercises PDFTelephone Practice Exercises PDF - download 1 business english, pdf, telephone dialogues