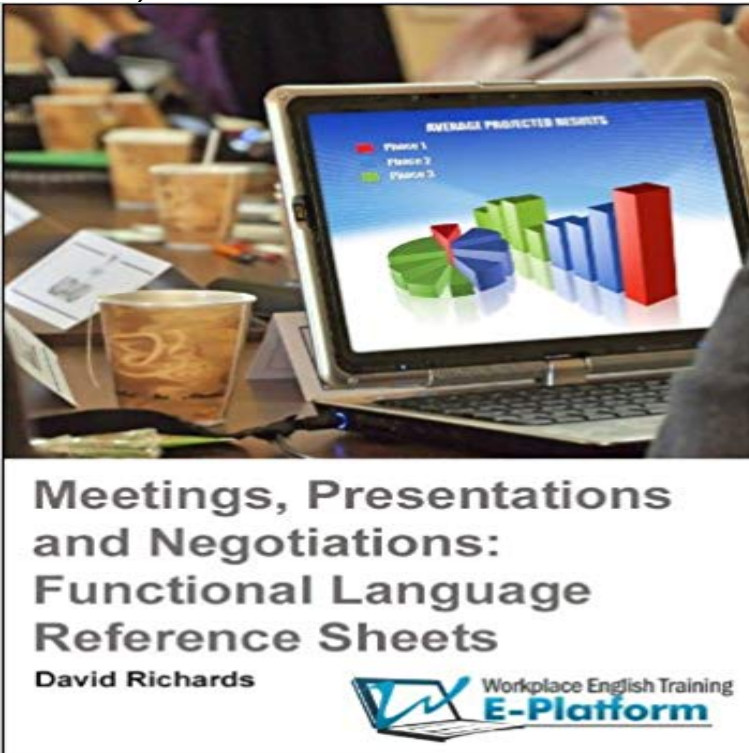


# Meetings, Presentations and Negotiations: Functional Language Reference Sheets (Business English: Functional Language Reference Sheets)



Meetings, Presentations and Negotiations: Functional Language Reference Sheets is part of the Business English: Functional Language Sheets Series published by Workplace English Training E-Platform. The eBook provides English language learners with standard phrases for business meetings, business presentations and business negotiations. Each of the three business speaking areas is broken down according to the speaking functions required for specific skills such as Interrupting Effectively (Business Meetings) or specific situations like Referring to Visual Aids (Business Presentations). The following situations are covered in the guide: BUSINESS MEETINGS Chairing a Business Meeting Talking About Options Developing an Argument Discussing Business Proposals Making Plans Reporting Back on Progress Querying Information Interrupting Effectively BUSINESS PRESENTATIONS Structuring a Presentation Signposting Referring to Visuals Handling Questions with Authority Wrapping Up a Presentation BUSINESS NEGOTIATIONS Kicking Off and Outlining Your Position Negotiating Agreements Standard Phrases Concluding a Deal The situation Signposting (Business Presentations), for example, is broken down into the following language functions, with common and useful phrases listed under each function: Introducing the subject Finishing one subject Starting another subject Giving an example Dealing with questions Summarising and concluding Ordering / Sequencing This is an invaluable reference guide for anyone working in business that needs to attend meetings in English, giving presentations in English or negotiate in English.

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