

## Format and expressions for chairing meetings

1. Present the purpose of the meeting
2. Go over the agenda or explain the procedure
3. Ask people to express views or to present ideas
4. Order participation
5. Stimulate participation
6. Clarify
7. Organise a vote for decision
8. Close meeting

<b>Organise</b>	<p>We shall start with the first item on the agenda which is...</p> <p>We now come to the second point of the agenda which concerns...</p> <p>We shall now proceed to the second part of our meeting.</p> <p>Our next point on the agenda is...</p> <p>Right. May we now move on to the next item on the agenda?</p> <p>Let's have a vote. Those in favour of project 1, please raise your hand.</p> <p>AOB. Any other business ?</p> <p>Thank you for your participation and collaboration. The meeting is adjourned.</p> <p>Why don't we have a break?</p>
<b>Solicit</b>	<p>Mr X, would you like to begin and give a presentation of your project?</p> <p>Would you like to open the discussion and express your views?</p> <p>Mr X, could we have your opinion? You have the floor now.</p> <p>Would you like to comment? Are there any comments?</p> <p>Any reactions to that? What about you, Philip?</p> <p>Thank you for your presentation.</p> <p>What are your feelings/comments/views about...? What is your opinion about ... ?</p> <p>I think Mr X would like to intervene.</p>
<b>Control</b>	<p>Perhaps we could go back to the previous point concerning...</p> <p>I think we should stick to the main point.</p> <p>That's not the point. We're here to discuss...</p> <p>We can't all speak at once.</p> <p>Hold on a minute! Mr Z, please go on.</p> <p>Could you be more specific on this point, please?</p> <p>You've gone beyond your time. We'll have to move on to the next speaker.</p> <p>We're really running out of time. Let's move on, shall we?</p> <p>If I understand you well, you intend to .... Is that right /correct ?</p> <p>Let's sum up what we have discussed so far.</p>