

# CHEATSHEET SIGNPOST LANGUAGE

Chairing a meeting in English especially online in a telephone conference call or a video conference call can be a challenge for any student of English as a foreign language.

As a Business professional you may have to chair and lead a meeting, ensuring that everyone :

- sticks to the agenda
- has the opportunity to air their views
- is clear who needs to do what by when

So how can signpost language help?

A signpost on the road gives the driver directions so it is clear which way you are going and where you need to go.

In a meeting the chairperson needs to give clear directions to the participants to ensure the meeting is successful and effective.

Try using these phrases the next time you chair a meeting:

Turn to	Let's turn to the first item on the agenda.
Move on to	Thanks, shall we move onto item 2?
Go back to	Let's go back to item 1 as we need to clarify the question just raised by John from Accounts.
Sum up	If I could just sum up what has been agreed so far.
Elaborate on	Perhaps, Kees you could elaborate on that last issue.
Expand on	Would you expand on your suggestion so we are all clear about the implications?
Recap	To recap – the project will be delayed by 2 weeks so that the new software can be fully tested before release.
To digress/get side-tracked	Let's not get side-tracked/digress and stick to the point in hand.
To conclude/to wrap up	Let me conclude/wrap up by thanking everyone for their valuable input and we'll meet again next week same time.

**Good luck – chairing a meeting has never been so easy!**