

## **Useful Phrases for Emails to Report on Meetings**

*Brainstorm at least two useful phrases for each of the categories below*

**Opening line**

**Second line**

**Starting the first line or first paragraph of the main body of the email**

**Starting the second sentence or second paragraph of the main body of the email**

**The main part of the main body of the email**

**The last line of main body of the email**

**The second to last line of the email**

**The last line of the email (before the final greeting)**



## Suggested answers

### Opening line

- I had a couple of important meetings last week. Here is a report on the first one.
- As requested, please find a report on my meeting with... below.
- I met ... yesterday, so I am sending you the usual report on how the meeting went.
- I thought I should inform you of the results of my meeting with... on Monday.
- I had a meeting with a new client yesterday and I thought that you'd like to hear about the results.
- Here is my report on my meeting with... yesterday (that you requested).
- I had a meeting with the supplier who you recommended last week and...
- ... suggested that you'd like to know something about my meeting with... yesterday.
- As ... is also a supplier/ client of yours, I thought you should hear about my meeting with them the day before yesterday.
- I'm writing because I would like your comments on a meeting I had yesterday.

### Second line

- I'm Ccing ... in on this.
- I will also send a copy of the full minutes of the meeting/ the contract in a couple of days.

### First line or paragraph of main body

- The thing you will probably most want to know is...
- The first/ main thing we talked about was...
- We agreed on...
- Unfortunately,...
- You will be pleased to hear that...

### Second line or paragraph of main body

- We also...
- The next thing...
- Next/ then...

### Main part of main body

- We discussed/ talked about/ agreed on/ decided/ negotiated/ argued about/ signed/ drafted/ drew up/ redrafted/ renegotiated...
- I/ we/ he/ she/ they requested/ recommended/ proposed/ brought up/ mentioned/ reported/ showed/ predicted/ disagreed/ agreed with/ refused/ rejected/ stressed/ emphasized/ explained/ complained/ guaranteed/ promised/ agreed to/ asked for/ presented/ conceded/ admitted/ confirmed/ denied/ introduced/ insisted on/ threatened/ offered/ pointed out/ acknowledged/ outlined/ summarised/ raised/
- I/ we/ he/ she/ they informed/ reassured/ reminded/ encouraged/ advised/ warned/ invited me/ him/ her/ us/ them...
- I/ we/ he/ she/ they filled me/ him/ her/ us/ them in on...
- I/ we/ he/ she/ they updated me/ him/ her/ us/ them in on...

### Last line of main body

- We also talked about...
- I didn't get the chance to ask them about...
- We decided to leave discussion of... until the next meeting.
- We arranged another meeting for...
- They will send me the documents by the end of next week.
- They had to leave before we could reach a conclusion, so...

**Second to last line of the email**

- I'm sure you will agree that this is a worrying development/ we can be happy about the outcome.
- If you can give your approval for what we decided, I can get them to sign by the middle of next week.

**Last line of the email (before the final greeting)**

- If you want any more details about what they said, please let me know.
- I'll be meeting them again next month, so please tell me if there is anything you'd like me to ask them.
- I'll CC you in on any future email communication with them.
- I'll send you a copy of the contract as soon as it arrives.