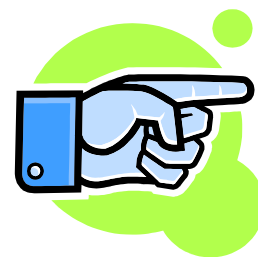




### How do I give emphasis to a point?

- **This is a key issue**  
Falsification of documents are a key issue during the meeting.
- **I'd like to emphasize on**  
I'd like to emphasize the possible repercussions of this decision.
- **This is highly significant**  
Her response is highly significant. It means we can't proceed.
- **This is vital**  
Meeting our scheduled deliveries is vital for our team.
- **It's imperative**  
It's imperative to settle this matter at the moment.



### How do I play down a point?

- **This is a minor issue**  
This is a minor issue. Teamwork should be prioritize first.
- **This is of secondary importance**  
This is of secondary importance compared to what we need to deal with.
- **Who cares?**  
Who cares about how much we earn if we don't have the right attitude?
- **It's irrelevant**  
It's irrelevant to follow his advices.
- **It's not significant**  
Winning the people's attention is not really significant.



### How do I slow down a meeting?

- **Before we move on**  
Before we move on I strongly agree to Mae's point of view.
- **Wait a minute**  
Wait a minute. Aren't we forgetting something?
- **Shouldn't we postpone?**  
Shouldn't we postpone the presentation until we are truly prepared?
- **Not so fast**  
Not so fast. I'll double check it.
- **Take it easy**  
Take it easy. Stay focus so that you'll commit no mistake.