



How do I move the meeting forward?

- **Shall we proceed onto the next point?**

Shall we proceed onto the next point? We still have a couple of things to talk about.

- **We need to solve it today**

We need to solve it today because tomorrow is the deadline.

- **Let's move on**

Let's move on. We're wasting so much time.

- **I don't have all morning**

I don't have all morning. Let's continue this later.

- **Hurry up**

Can you please hurry up? Let's be productive.



How do I change topics formally?

- **Incidentally, may I mention that?**

Incidentally, may I mention that the President spoke to me today?

- **An alternative to consider**

An alternative idea to consider is this result of this action.

- **While we are on the subject**

While we are on the subject, I'd like to inform everybody that I think we need to stay for the night to finish this.

- **On quite another matter**

On quite another matter, being punctual is still a major concern.

- **Could we now deal with?**

Could we now deal with our issues with the clients?



How do I change topics less formally?

- **By the way**

By the way, we are strict with regards to the attendance.

- **Can we move onto?**

Can we move onto our plans for the next month's celebration?

- **To bring up something else**

To bring up something else, the new fax machine was already delivered.

- **Now is time to**

I believe now is the time to take this seriously.

- **There's another issue we have to deal with**

There's another issue we have to deal with – division of our department.