



How do I say hello?

- **Hi**
Hi, Jessica.
- **Hello**
Hello. May I enter the room?
- **How are you?**
How are you, Theresa?
- **Good morning**
Good morning, Mrs. Martin.
- **Nice to see you**
Nice to see you again, Kris.



How do I signal the start of a speech?

- **Right. Shall we start?**
Right everyone. Shall we start with our agenda for tonight?
- **OK. Let's get going.**
OK Ladies and Gentlemen. Let's begin so that we'll finish early.
- **Right then. We are ready**
Right then. We are ready. Our main focus would be about our finances.
- **Is everybody already here?**
Is everybody already here? Let's get going then.
- **Time to begin**
Well, time to begin. May we start with Ms. Thompson's presentation?



How do I start a meeting?

- **Let's get started.**
Let's get the conference started. Harold, kindly present yours.
- **We need to discuss**
We need to discuss whether the company is capable for the expansion.
- **We will talk about**
We will talk about the difficulties we are facing because of the recession.
- **What brings us here?**
What brings us here now? The optimism to find the solution.
- **We will study**
We will study thoroughly all the reports for auditing.



How do I introduce a summary?

- **To put it briefly**
To put it briefly, we are now facing the results of our decisions.
- **In a few words**
In a few words, Mr. Garcia is withholding all his shares from the company.
- **In a nutshell**
In a nutshell, they will be our business partners next week.
- **To summarize**
To summarize, our franchising business is blooming fast.
- **It all comes down to**
It all comes down to Tony's foolish actions in the office.