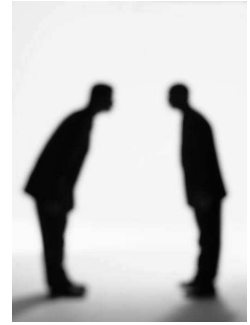




### How do I correct what's wrong?

- **That is not right**  
I'm sorry, I think that is not right. Paris is within France.
- **It's wrong**  
It's very wrong. The formula should be written like this.
- **You've made a mistake**  
You've made a mistake so you need to take time to sort things out.
- **That needs correction**  
These reports need correction. I need concise facts.
- **This is different to**  
This is different to what we decided last meeting. Let's put it back.



### How do I keep a meeting in order?

- **We can't all speak at once**  
We can't all speak at once. One person at a time.
- **Let's concentrate on**  
Let's concentrate on the business expansion for now.
- **Shall we take turns?**  
Shall we take turns? Steven, please begin.
- **Please lower your voice.**  
Please lower your voice. Everyone's opinion is important here.
- **Will you let Martha speak?**  
Phil will you let Martha speak? She has a brilliant idea.



### How do I keep a meeting on track?

- **That's another subject**  
I believe that's another subject. We'll focus first on finance.
- **We can't discuss that issue**  
We can't discuss that issue for now, maybe later.
- **That's outside the scope**  
That's outside the scope of what we have agreed.
- **Let's get back on track**  
Let's get back on track. We're focusing too much on minor issues.
- **We're digressing**  
We're digressing. I want to learn more about what she reported.

