

Business meetings in English: Part 3 – the Next Agenda Item and Closing



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In this final article of our three-part series on business meetings, we focus on moving to the next item on the agenda and closing the meeting. It is important to put time limits on each agenda item, to adhere to the schedule and to keep the meeting moving. Otherwise, the meeting will run over and there may not be time to cover all the items on the agenda.

Next item

Let's move onto the next item on the agenda...

The next item on the agenda is

Now we come to the question of...

Item number is next

Our next item is about...

Handing over to the next participant

I'd like to hand over to [name], who is going to lead the next point.

Right, [name], over to you.

[Name], are you ready to discuss the next item?

We're running short on time so let's hear from [name]...

If action needs to be taken on a particular item after discussion, this should be assigned immediately together with a due date for when the action should be completed.

Assigning action to be taken

I'll be following up with... by [date]

[Name], will you be looking after this?

Do I have any volunteers who would like to look after this project?

It would be great if you can give me a time frame as to when you can do this by...



Before closing the meeting, the outcome of each agenda item should be reviewed so the meeting can end on a note of accomplishment. This also reminds the participants who is responsible for what after the meeting adjourns.

Summarizing

Shall I go over the main points?

Briefly, we have discussed...

Before we close, let me just summarise the main points.

Ok, why don't I quickly go over what we've talked about today.

Finishing up

Right, it looks as though we've covered the main points

Is there any other business?

Towards the close of a meeting it is standard practice to suggest when the next meeting is to be held.

Suggesting and agreeing on time, date and place for the next meeting

Can we settle on a date for the next meeting, please?

So, the next meeting will be on... (day), the . . . (date) of.. . (month) at...

What about the following Wednesday? How is that?

So, see you all then.

It is important to thank invited guests who normally do not participate in the meetings for their time and for any important contributions they made during the meeting.

Thanking participants for attending

I'd like to thank [name] and [name] for coming over from [place].

Thank you all for attending.

Thanks for your participation.

Closing the meeting

The meeting is closed.

I declare the meeting closed.

Business meetings that start and finish on time, and achieve all objectives outlined in the agenda will be appreciated by all, and will increase the likelihood of a better meeting next time. We hope our series of articles on business meetings has helped relieve some of the stress you may feel when you find you have to attend one.