

Useful phrases for emails to report on meetings

Brainstorm at least two useful phrases for each of the categories below

Opening line of an email reporting on meetings

Second line of an email reporting on meetings

Starting the main body of the email

Starting the second sentence or second paragraph of the main body of the email

The main part of the main body of the email

The last line of main body of the email

The second to last line of the email

Closing line/ The last line of the email (before the final greeting)

Compare as a class and/ or with the suggested answers.

Suggested answers

Opening line of an email reporting on meetings

- I had a couple of important meetings last week. Here is a report on the first one.
- As requested, please find a report on my meeting with... below.
- I met ... yesterday, so I am sending you the usual report on how the meeting went.
- I thought I should inform you of the results of my meeting with... on Monday.
- I had a meeting with a new client yesterday and I thought that you'd like to hear about the results.
- Here is my report on my meeting with... yesterday (that you requested).
- I had a meeting with the supplier who you recommended last week and...
- ... suggested that you'd like to know something about my meeting with... yesterday.
- As ... is also a supplier/ client of yours, I thought you should hear about my meeting with them the day before yesterday.
- I'm writing because I would like your comments on a meeting I had yesterday.

Second line of an email reporting on meetings

- I'm CCing ... in on this.
- I will also send a copy of the full minutes of the meeting/ the contract in a couple of days.

Starting the main body of the email

- The thing you will probably most want to know is...
- The first/ main thing we talked about was...
- We agreed on...
- Unfortunately,...
- You will be pleased to hear that...

Second line or paragraph of main body

- We also...
- The next thing...
- Next/ then...

Main part of main body

- We discussed/ talked about/ agreed on/ decided/ negotiated/ argued about/ signed/ drafted/ drew up/ redrafted/ renegotiated...
- I/ we/ he/ she/ they requested/ recommended/ proposed/ brought up/ mentioned/ reported/ showed/ predicted/ disagreed/ agreed with/ refused/ rejected/ stressed/ emphasized/ explained/ complained/ guaranteed/ promised/ agreed to/ asked for/ presented/ conceded/ admitted/ confirmed/ denied/ introduced/ insisted on/ threatened/ offered/ pointed out/ acknowledged/ outlined/ summarised/ raised/
- I/ we/ he/ she/ they informed/ reassured/ reminded/ encouraged/ advised/ warned/ invited me/ him/ her/ us/ them...
- I/ we/ he/ she/ they filled me/ him/ her/ us/ them in on...
- I/ we/ he/ she/ they updated me/ him/ her/ us/ them in on...

Last line of main body

- We also talked about...
- I didn't get the chance to ask them about...
- We decided to leave discussion of... until the next meeting.
- We arranged another meeting for...
- They will send me the documents by the end of next week.
- They had to leave before we could reach a conclusion, so...

Second to last line of the email

- I'm sure you will agree that this is a worrying development/ we can be happy about the outcome.
- If you can give your approval for what we decided, I can get them to sign by the middle of next week.

Closing line/ Last line of the email (before the final greeting)

- If you want any more details about what they said, please let me know.
- I'll be meeting them again next month, so please tell me if there is anything you'd like me to ask them.
- I'll CC you in on any future email communication with them.
- I'll send you a copy of the contract as soon as it arrives.