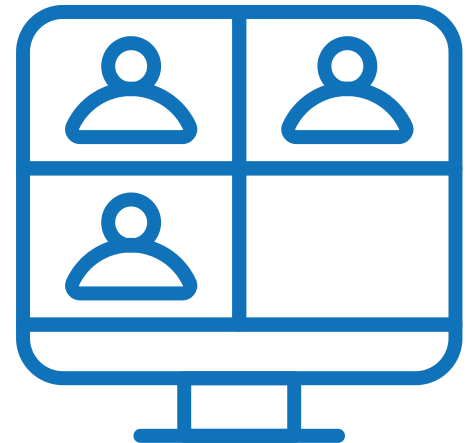


Become a global TM with Aspire's Micron Moments!

CLOSE VIRTUAL MEETINGS EFFECTIVELY!

At the end of a global online meeting, it is important to summarize the main points or decisions and set some actions items for what needs to be done next. Here are some key stages you should include to ensure that you close the conference call effectively:

1. Bring the teleconference to an end
2. Summarize the main points and decisions
3. Highlight the action items
4. Ask for input and close the meeting
5. Thank participants for attending
6. Confirm the next online meeting



Practice saying the example sentences below with your instructor.

EXAMPLES

Bringing the teleconference to an end

- ✓ Okay, I think we've covered everything, so let's finish there for today.
- ✓ We're running out of time, so let's wrap it up for today.
- ✓ Right, it looks as though we've covered the main items.
- ✓ That's all we have time for, so let's bring this meeting to a close for today.

Summarizing the main points and decisions

- ✓ Let me summarize/quickly go over the main points before we finish.
- ✓ Okay, to sum up/to summarize/to recap the key points. We have agreed that ...
- ✓ Okay, why don't we quickly summarize what we've agreed today?
- ✓ We have agreed on three points: First, ... second, ... and finally ...
- ✓ We have reached an agreement on the following ...
- ✓ So, today we talked about the (project schedule) and have decided to ...

Highlighting the action items

- ✓ Let's review the action items before we finish. We have agreed to (A, B, and C).
- ✓ Right, so before next time we need to (arrange a training schedule with the vendor).
- ✓ Hiroshi, I'd like you to (distribute the new schedule to all team members).
- ✓ So, Alex, you're going to (send out the minutes). Rachel, you're going to (contact the vendor).
- ✓ Are we all clear about what we need to do before the next meeting?
- ✓ I'll send the minutes to you all later in the week.

Asking for input and closing the meeting

- ✓ Would anyone like to add anything else?
- ✓ Is there anything else to discuss before we finish?
- ✓ If there are no other comments, I'd like to wrap this meeting up.
- ✓ If there isn't any other business, let's conclude.
- ✓ Does anyone have any questions? No, then I guess we're done for today.

Thanking participants for attending

- ✓ Thank you all / everyone for attending/coming/joining us.
- ✓ Thank you everyone for your time/your input/your ideas/your participation.
- ✓ I'd like to thank you all for your contribution today. Let's speak again next week.
- ✓ I'd like to thank Mary and Jeremy for joining us from Germany.

Confirming the next online meeting

- ✓ Can we set the date and time for the next meeting, please?
- ✓ Let's have our next meeting at 10:00 am on Thursday, July 24th.
- ✓ I will send you all an invitation to the next meeting.
- ✓ Let's meet again at the same time next week.

EXAMPLE DIALOGUE

Hiroshi: OK, I think we've covered everything, so let's finish there for today. Let me summarize the main points before we finish.

All: OK.

Hiroshi: So, today we talked about the new tool and have decided to arrange training from the vendor for our team. Lee, you're going to contact the vendor to arrange a schedule, and Yuko, you're going to inform our team members of the plan.

Lee/Yuko: Sure. No problem.

Hiroshi: Is there anything else to discuss before we finish? No, then I guess we're done for today. Thank you all for attending. Let's meet again at the same time next week.

YOUR TURN!

Hold small online meetings on the topics below. Try to include some of the teleconference language above when you close the meeting as well as any other relevant MM meeting skills. (If you are doing this activity face to face, just imagine that it is an online meeting).

- A way to exercise while working from home
- A dish to add to the cafeteria menu
- An activity to do at lunchtime at work
- A good place to visit in Japan
- (Your idea)



Click [here!](#) for more advice and techniques for Meeting English!