

### Become a global TM with Aspire's Micron Moments!

#### **CONFIRM, CONFIRM, CONFIRM!**

One way to be sure that you have understood what another person said is to repeat what you heard in your own words. Restating the other person's idea will allow you to confirm that information, not just for your benefit, but also for the benefit of the other members present at the meeting.

See the phrases below for ways to confirm information. Using these will help you to become a more effective meeting participant.

#### **EXAMPLE SENTENCES**

**So, what you're saying is ...?**

✓ So, what you're saying is we'll have to find a new vendor?

**Can I just confirm something? Do you mean ...?**

✓ Can I just confirm something? Do you mean we're four weeks behind schedule on the project?

**I'm sorry, did you say ...?**

✓ I'm sorry, did you say the deadline would be the 7th or the 17th?

**Correct me if I'm wrong, but do you mean...?**

✓ Correct me if I'm wrong, but do you mean the budget is being reduced by one-quarter next year?

**If I understood you correctly, you're saying ... Is that right?**

✓ If I understood you correctly, you're saying that we will start production next week. Is that right?

**By ..., do you mean ...?**

✓ By "key", do you mean this project is vitally important?



## EXAMPLE DIALOGUES

**Paul:** Because of the coronavirus pandemic, everyone will be teleworking from next week.

**Reiko:** Can I just confirm something? Do you mean that everyone will be working from home starting next week?

**Paul:** Yes, that's right.

**Reiko:** Okay. Thanks for confirming.

**Suzy:** All team members will have to undergo a mandatory security check every time they leave a building.

**Takashi:** So, what you're saying is every time we leave the building, the security staff will check our smartphone cameras to see if the seals are still intact.

**Suzy:** Yes, that's right.

**Takashi:** Thanks. I see what you mean now.

## YOUR TURN!

Briefly talk about a topic (only 3-4 sentences). You can talk about your job, a recent project, recent news, your hobby, what you did at the weekend or any other topic. The other person listens and then restates what they heard in their own words to confirm the information.



Click [here!](#) for more advice and techniques for global meetings!