

Closing a meeting

Are we all agreed ? Good. We need to move on.



Jane, **the next step** is for you to put together a press release, okay?
Good, it's sorted.

Go through the expressions below with your teacher, imagining how they might be used.

Right, we need to move on
Ok, so we need to wrap this up
How do we take this forward?
So where do we go from here?

The next step is ...
We need to put together ...
Can I ask you to ... ?
Could you look into this?
Are you happy to take this on?

Let's see how it goes
Play it by ear
See how it shapes up
Keep me posted
Keep me in the loop

Are we all agreed? Good
Good, it's sorted!
I think this has been very worthwhile
Thanks for coming
I appreciate your efforts on this