

# Useful Words and Phrases #1

*Here are some useful words and phrases that can be used as a reference tool for professionals engaged in the minute taking process.*



## USEFUL WORDS

- acceptable
- acceptance
- accepted
- acknowledgement
- added
- additional
- addressed
- advantaged
- advised
- agreed
- aimed
- alternatives
- amendments
- analysis
- announced
- approach
- approved
- arrangements
- assist
- assurance
- attached
- background
- believed
- benefits
- breached
- chairperson
- challenge
- circulated
- clarification
- clarified
- commencement
- committed to
- comply
- concerning
- concerns
- concluded
- conditional
- confidential
- confirmation
- confirmed
- congratulated
- consensus
- consequence
- consider
- constituents
- constituted
- consultation
- contents
- context
- contribution
- criteria
- current
- deadline
- debate
- decided
- declared
- decrease
- deferred
- delegated
- delivering
- demonstrated
- demonstrating
- desirability
- development
- differences
- disadvantaged
- disagreed
- discriminatory
- discussed
- dissent
- drawbacks
- effective
- eligibility
- emphasised
- enhancement
- equitable
- establishing
- estimated
- examined
- explained
- expressed
- further
- highlighted
- impact on
- implementation
- implications
- important
- imposed
- in advance
- including
- increase
- in-depth
- indicated
- influence
- informed
- initiative



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The book provides practical guidelines for overcoming the problems faced by minute takers and achieving accuracy in the minute taking process, with checklists, further reading, useful contacts, and boxed sections highlighting hints, tips, and exercises. This book encourages you to take a proactive approach to minute taking, and allows you to sharpen your skills-sets and builds confidence to embrace new ideas.

- instructed
- interest
- introduced
- investigated
- issues
- item
- judged
- latest
- likelihood
- maintain
- members
- mitigate
- monitor
- nominated
- noted
- notified
- obstacles
- opportunity
- options
- outlined
- overcome
- overview
- papers
- pointed out
- policy
- possibility
- presented
- previous
- previously
- principal
- principle
- probability
- process
- progress
- prompted
- proposals
- proposed
- provided
- provisions
- pursued
- raised
- received
- recognised
- recommended
- recorded
- referred
- regarding
- regulation
- reinforced
- reiterated
- reminded
- report
- reported
- representatives
- represented
- requested
- requirements
- resolved
- responded
- response
- review
- revised
- revisions
- selected
- significant
- specific
- stakeholders
- stated
- strategy
- subject to
- substantive
- suggested
- summarised
- tabled
- trends
- undertook
- updated
- value
- welcome



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# Useful Words and Phrases #2

*Here are some useful phrases that can be used as a reference tool for professionals engaged in the minute taking process. Please note that the fictitious initials 'AJC' are used to denote the participant's name.*



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## USEFUL PHRASES

- After discussion it was resolved that
- AJC advised that
- AJC advised the committee
- AJC commenced his presentation by
- AJC commented that
- AJC concluded his report by
- AJC concluded the discussion by
- AJC drew attention to
- AJC drew the board's attention to
- AJC emphasised that
- AJC explained that
- AJC expressed concern that
- AJC further advised that
- AJC informed the meeting
- AJC introduced the paper
- AJC made reference to the discussions
- AJC made reference to the question raised by
- AJC made the point that
- AJC outlined the
- AJC pointed out that
- AJC raised the issue of
- AJC read a prepared statement to the meeting as follows
- AJC requested that
- AJC requested that in future
- AJC responded that
- AJC stressed the need for
- AJC suggested that
- AJC then summarised the
- AJC undertook to
- AJC updated members
- AJC, making reference to
- Discussion took place

- Following further discussion it was agreed that
- Following on from the discussions relating to
- In a detailed discussion
- In connection with
- In response to a question from
- In response to questions raised by
- In response to suggestions made by
- It was agreed
- It was decided
- It was noted
- It was proposed that
- It was resolved that
- Reporting on her recent visit to
- The board agreed
- The board approved the
- The board congratulated
- The board recognised that
- The board requested
- The board welcomed the initiative
- The chairperson referred to
- The chairperson reminded board members
- The chairperson requested an update
- The chairperson welcomed
- The committee believed that it was important
- The committee noted
- The committee was asked to note
- The committee was assured that
- The committee was informed that
- The company secretary was requested
- The following points were noted
- The meeting discussed
- The meeting noted
- The secretary confirmed that
- The secretary reported that
- The secretary was instructed to
- There was discussion about
- With regard to the situation in



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