

FluentMinds Podcast - Episode 2A: Full Script

FluentMinds Podcast - Episode 2A: Work Meeting Vocabulary

Alex: Welcome back to the FluentMinds Podcast. This is Episode 2A. Today, we're jumping into how to speak naturally and confidently during English work meetings - especially when you're leading, transitioning between topics, or trying to sound polished and professional.

Sam: Yes, please! I always feel awkward starting a meeting. I either sound too stiff or too casual.

Alex: Totally normal. Let's imagine you're running the start of a team check-in. What would you usually say?

Sam: Hmm... maybe something like, "Let's start the meeting"?

Alex: Not wrong - but let's upgrade it. Try saying: "Let's align on today's priorities."

Sam: Let's... align on... today's priorities?

Alex: That's it. Now say it again, a little smoother. Feel how we link "Let's align" as one thought - don't pause between them.

Sam: Let's align on today's priorities.

Alex: Nice. That sounds like someone who knows what they're doing. Formal but not robotic - and very common in meetings.

Sam: Okay. That already feels more natural. What if I want to say something isn't ready yet?

Alex: Good. Try this: "We're still waiting on a few pieces before we move forward."

Sam: We're still... waiting on... a few pieces... before we move forward?

Alex: Yep. But now listen - the tone should rise a little at the beginning, then flatten out. Try saying it all in one breath.

Sam: We're still waiting on a few pieces before we move forward.

Alex: Perfect. And if you're speaking to a client, soften it more: "At this point, we're still waiting on a few key elements."

Sam: Okay, that's good. And if I want to skip a topic?

Alex: Try: "Let's park that and circle back later."

Sam: Let's... park that? That's real?

Alex: Yes - it just means, "Let's pause this and maybe talk about it later." Try the full phrase.

Sam: Let's park that and circle back later.

Alex: Great. Try it again without the pause.

Sam: Let's park that and circle back later.

Alex: Nailed it. That's exactly what you'd hear in a Monday morning meeting.

Sam: And if I want to take ownership of something?

Alex: Try: "I'll take the lead on that."

Sam: I'll... take the lead on that.

Alex: Confident. Short, strong, and shows initiative. Say it again with a firmer tone.

Sam: I'll take the lead on that.

Alex: Perfect. That's leadership without sounding bossy.

Sam: This is actually really helpful. I hear phrases like this in meetings but I never use them - I just freeze.

Alex: That's why we're doing this. Let's recap together:

Alex: Let's align on today's priorities.

Sam: Let's align on today's priorities.

Alex: We're still waiting on a few pieces before we move forward.

Sam: We're still waiting on a few pieces before we move forward.

Alex: Let's park that and circle back later.

Sam: Let's park that and circle back later.

Alex: I'll take the lead on that.

Sam: I'll take the lead on that.

Alex: Awesome job. In Episode 2B, we'll tackle polite disagreement in meetings - without sounding rude or robotic.

Sam: Oof, yes. I want that one.

Alex: See you then - and remember, speak it until it sounds like you.