



Because participants don't usually come into the meeting room all at once, greeting every single person as they come in will prevent awkward moments of silence.

Let's see some key phrases that you can use to avoid sounding repetitive.



**Video link >** [Greeting participants as they come in](#)  
(5 min 12 sec)



### Key Phrases | Listen and repeat

- We're just going to wait a few minutes and let everyone get logged in and then we will begin.
- Hello! I'm so glad to have you here.
- Hey, Sam. How are you?
- Hi, Janet. Good to see you.
- Hi, Clara. It's great that you could join us.
- We'll wait briefly to ensure everyone has successfully connected, and then we'll start the meeting.
- Welcome, Kate. I'm thrilled to have you with us.
- Hi, John. How have you been?
- Hello, Tom. It's good to see you here.
- Hello, Kevin. It's good to see you joining us.
- Let's give it a few moments to allow all participants to join the meeting, and then we'll get started.
- Hi, Janet. Nice to have you here.
- Hey, Olivia. How's your week been?
- Hi, Pablo. I am glad you could make it.
- Hi, Clara. Thanks for being a part of this meeting.



### Useful links

> [Full comprehensive guide for business meetings in English](#)

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