

THE SPEAK CLEARLY METHOD

FREE · TWO PAGES · SCREENSHOT IT

The Meeting Survival Sheet

Every phrase you need to get in, buy time, ask again, disagree and get out — on two pages you can keep on your phone.

get in

buy time

ask again

disagree

get out

You don't have to lose your accent.

You have to be understood.

In the meeting

Learn two. Use them this week.

↑ GET IN

“Can I jump in here?”
 “Can I come in on that?”
 “Just quickly —”
 “Sorry, before we move on —”

You are not really asking. You are announcing, politely.

□ BUY THREE SECONDS

“That’s a good question.”
 “Let me think for a second.”
 “So if I’ve understood correctly...”
 “There are two things there.”

The last one buys the most time. It has never failed.

□ BUY THREE DAYS

“Can I come back to you on that?”
 “Let me look into it and get back to you.”

□ YOU DIDN’T CATCH IT

“Sorry, I didn’t catch that.”
 “Excuse me — could you say that again?”
 “Pardon me, I missed that.”
 “Could you rephrase that?”

“Rephrase” is for when you heard every word and it still meant nothing. That’s an idiom, not your hearing.

□ CHECK YOU’VE GOT IT

“So just to be clear — you’d like me to...?”
 “Have I got that right?”
 “Let me play that back...”

⚖️ DISAGREE SAFELY

“Can I push back on that slightly?”
 “I see it a bit differently.”
 “Have we considered...?”
 “I’m not saying rule it out — just that...”

□□ GET OUT / WRAP UP

“Let me sum up.” “Shall we move on?” “Let’s wrap up there.” “Can we come back to that?”

□□ SORRY / EXCUSE ME / PARDON ME

All three are correct — they differ in register, not politeness.

“Sorry?” neutral, most common (esp. UK)

“Excuse me?” slightly formal, safe anywhere

“Pardon me?” polite, common in the US

What matters is not which you choose — it’s how many times you say it. One is invisible. Three becomes an apology.

□ NEVER SAY

“Sorry, sorry — my English isn’t very good...”

It moves the conversation onto your English, which was never the subject. Ask once, then carry on.

On a video call

Harder for everyone. Here's why it's not you.

☐☐ WHEN YOU DIDN'T CATCH IT

"Sorry, you cut out there — could you say that again?"

"You're breaking up a bit."

"Sorry, the audio dropped for a second."

Socially perfect, always available, and used constantly by native speakers.

☐☐ YOU BOTH STARTED AT ONCE

"Sorry — go ahead."

"No, after you."

Then: "Sorry, what was I going to say — yes, about..."

The floor is still yours. You only lent it. Take it back.

☐☐ NUMBERS, NAMES, LINKS

"Could you put that in the chat?"

"Sorry — was that fifteen or fifty?"

"Could you spell that for me?"

Compressed audio destroys numbers. Everyone asks.

☐☐ GETTING THE FLOOR

Use the raise-hand button. Senior people do.

"Sofia — can I add something?"

"Just quickly on that —"

In the chat: "Can I come in after this point?"

A name cuts through a call better than any other word.

☐☐ THE CLASSICS

"You're on mute."

"Sorry, I was on mute."

"Can everyone see my screen?"

☐☐ LEAVING

"I'll drop off here — thanks all."

"I'll catch up on the notes."

☐☐ WHY VIDEO CALLS ARE GENUINELY HARDER

Compressed audio removes the small sounds you worked hardest to hear. Half a second of lag breaks turn-taking. And the body language that says "I'm about to speak" never arrives.

You are right that it's harder. The reasons are technical, not personal.

Two pages was the point

This sheet covers the moments. The book covers the language around them — 150 phrasal verbs by situation, plus email tone, deadlines, disagreeing well, small talk and interviews.

Speak Clearly at Work

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Screenshot the two sheets. That's what they're for.

THE SPEAK CLEARLY METHOD

**Two pages.
One meeting at a time.**

Speak as yourself — at work, too.

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