

Stop talking past each other in international project meetings!

Talk Smarter  Work Better 

1 “Let me rephrase that...”

Use this when you want to clarify or restate something to ensure everyone's on the same page.

2 “How is this usually done in your country?”

Invites cultural input and helps avoid assumptions in international teams.

3 “Just to clarify, do you mean...?”

Shows active listening and prevents misunderstandings before they grow.

4 “I hope this doesn't come across as too direct.”

A gentle way to express honesty while keeping politeness and respect.

5 “Could you please elaborate on that?”

Encourages the other person to explain more without sounding demanding.

6 “Let's make sure we're aligned on this.”

Signals teamwork and shared responsibility — great for project discussions.

7 “From my understanding, you're saying that...”

Shows that you're summarizing to confirm understanding — an excellent soft-check tool.

8 “Would you mind clarifying what you mean by...?”

Adds a touch of politeness when you need more precision.

9 “That's an interesting point — can you tell me more?”

Balances curiosity with respect, especially in brainstorming or feedback sessions.

10 “I see your point — here's how I see it...”

Validates the other person's input before sharing your own, reducing potential tension.

Bonus Tips

 **“Let's circle back to that later.”** - Keeps discussions focused without dismissing ideas.

 **“Could we summarize our next steps?”** - Helps wrap up meetings clearly and efficiently.

 **“Thanks for clarifying that!”** - Reinforces a positive tone and encourages open communication.