

Speaking up and reporting at meetings

French B1 (intermediate) · Lesson

Quick answer: In a French work meeting, take the floor with *Je voudrais intervenir*, propose with *On pourrait*, *Et si on commençait...* or *Je propose de*, agree with *Je suis d'accord*, and disagree politely with *Je vois ce que vous voulez dire, mais...* Afterward, write a *compte rendu* with date, attendees, decisions and actions.

Level: French B1 (CEFR intermediate) · **Standards:** CEFR B1, Spoken interaction

How do you take the floor and react in a meeting?

French meetings reward short, clear interventions. Start with a polite signal, then give your idea or your answer. The conditional and the verb *pouvoir* make requests sound natural.

Function	French
take the floor	Je peux ajouter quelque chose ? / Je voudrais intervenir. / Si je peux me permettre...
agree	Je suis d'accord avec vous. / Tout à fait. / Je partage votre avis.
disagree	Je ne suis pas d'accord. / Je ne suis pas convaincue. / Je vois ce que vous voulez dire, mais...
compromise	On pourrait trouver un compromis : ...

How do you make a proposal?

Four structures cover most proposals. Notice the verb forms after each one.

Structure	Example
On pourrait + infinitive	On pourrait inviter le fournisseur.
Pourquoi ne pas + infinitive	Pourquoi ne pas tester la solution ?
Et si on + imperfect	Et si on commençait à 9 h ?
Je propose de + infinitive Je propose que + subjunctive	Je propose de reporter la date. Je propose que nous reportions la date.

One subject or two?

If the same person proposes and acts, use *Je propose de + infinitive*. If someone else acts, use *Je propose que + the subjunctive*: *Je propose que vous envoyiez le dossier.*

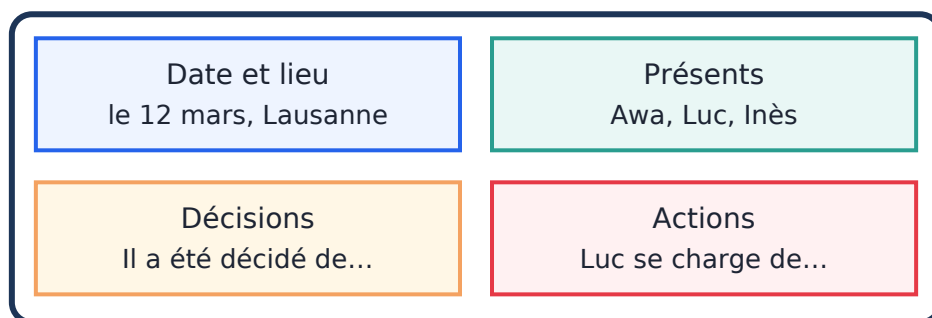
Réunion d'équipe : jeudi 14 h 00 · salle Léman

1. Bilan du mois (10 min)
2. Nouveau planning (20 min)
3. Questions diverses (10 min)

A short agenda: the meeting framework.

How do you write a compte rendu?

A compte rendu is a short report of what was said and decided. It uses the passé composé for the meeting itself and the present or future for tasks.



The four blocks of a meeting report.

Model sentences

La réunion a eu lieu le 12 mars à Lausanne. — The meeting took place on March 12 in Lausanne.

Il a été décidé de reporter le lancement à avril. — It was decided to postpone the launch to April.

Luc se charge de rédiger l'offre d'ici vendredi. — Luc will take care of writing the offer by Friday.

Common mistake

"I agree" is Je suis d'accord, with être, never J'ai d'accord. A work meeting is une réunion; une rencontre is an encounter, and un rendez-vous is an appointment.

Formal minutes

In companies and associations, the formal record of a meeting is called a procès-verbal (often

shortened to PV). A compte rendu is the lighter summary shared with the team. Whether colleagues say tu or vous depends on the company, so follow the habit of the people around you.

Zoé's tip

Before you speak, write the first six words of your sentence: Je voudrais intervenir, car.... A ready opening beats a nervous silence.

Key points to remember

- Take the floor: Je voudrais intervenir / Je peux ajouter quelque chose ?
- Propose: On pourrait + infinitive, Et si on + imperfect, Je propose de + infinitive.
- Agree with Je suis d'accord (être, not avoir).
- A compte rendu lists date, attendees, decisions and actions.
- Je propose que + subjunctive when someone else acts.

Speaking Up and Reporting at Meetings: frequently asked questions

How do you interrupt politely in a French meeting?

Use Je peux ajouter quelque chose ? or Je voudrais intervenir, si possible. You can also say Si je peux me permettre... before a remark. Avoid bare commands such as Écoutez-moi.

What is the difference between Je propose de and Je propose que?

Je propose de is followed by an infinitive when you suggest doing it yourself or together. Je propose que is followed by the subjunctive when another person acts: Je propose que vous envoyiez le dossier.

How do you disagree without being rude?

Soften the contradiction: Je vois ce que vous voulez dire, mais... or Je ne suis pas tout à fait d'accord. Then give a reason or an alternative so the discussion keeps moving.

What goes into a compte rendu?

The date and place, the attendees, the points discussed, the decisions taken, and the tasks with a name and a deadline. Use the passé composé for what happened and the present for assigned tasks.

What does 'Et si on commençait plus tôt ?' mean?

It means 'How about starting earlier?' Et si on takes the imperfect to make a gentle suggestion. It is friendly and informal, perfect between colleagues who say tu.