

Reminders

English Club website: <https://www.englishclub.com/business-english/>

There is almost always one last thing to say, even after the closing remarks. A chairperson might close the meeting and then make a last-minute reminder. Instructions for tidying up the room may also be mentioned.

- Oh, before you leave, please make sure to sign the attendance sheet.
- I almost forgot to mention that we're planning a staff banquet next month.
- Don't forget to put your ballot in the box on your way out.
- If I didn't already say this, please remember to introduce yourself to the new trainees.
- Could I have your attention again? I neglected to mention that anyone who wants to take home some of this leftover food is welcome to.
- If you could all return your chair to Room 7 that would be appreciated.
- Please take all of your papers with you and throw out any garbage on your way out.