

10 SPANISH PHRASES

to Sound Confident and Professional



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Have you ever been in a meeting or networking event in Spain and felt stuck, not knowing how to sound natural and professional?

With these 10 ready-to-use phrases in Spanish (and their English translation), you'll know exactly what to say to:

- **Break the ice with confidence.**
- **Take part in conversations without hesitation.**
- **Close interactions with elegance and authority.**

👉 This guide is not about memorizing words. It's about using the right phrases at the right moment to project leadership, even in Spanish.

1. TO START THE MEETING

**Buenos días / buenas tardes/
buenas noches a todos.
Gracias por venir.**

*Good morning / good afternoon / good evening to everyone.
Thank you for coming today.*

2. TO PRESENT THE AGENDA

Hoy trataremos tres puntos principales.

Today we'll go over three main points.

3. TO EXPLAIN THE OBJECTIVE

El objetivo de hoy es tomar una decisión.

Our main goal today is to reach a decision.

4. TO MAKE INTRODUCTIONS

Es un placer dar la bienvenida a Andrew.

It's a pleasure to welcome Andrew.

5. TO CHECK UNDERSTANDING

¿Está claro?

Is that clear?

6. TO GIVE YOUR OPINION

Me gustaría dar mi punto de vista.

I'd like to share my point of view.

7. TO SHOW AGREEMENT

Estoy totalmente de acuerdo.

I totally agree.

8. TO SHOW DISAGREEMENT

Tengo un punto de vista diferente.

I have a different perspective.



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9. TO GIVE THE FLOOR

Alexander, ¿te gustaría añadir algo?

Alexander, would you like to add something?

10. TO END THE MEETING

Podemos dar por terminada la reunión.

We can wrap up the meeting.



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You've made it to the end—that shows your commitment as a leader. Congratulations!

Put these phrases into practice and start leading in Spanish too, with confidence and authority.

Ready to take the next step? Reach out and let's talk.



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Un saludo,
Núria Santiago.