



Navanter

Knowledge Bites

**Meeting Minutes Vocab List
cheat sheet**



About the cheat sheet

This is a cheat-sheet to help anyone who has to write meeting minutes, to improve their language range, and raise the perception others have to a new level.

When we write minutes after any meeting, we tend to default to the same words and language again and again, which can make our minutes dull and boring. I know, we're not trying to write the next international blockbuster, but we do want our minutes to be read, and for people to have a high opinion of the person that wrote them.

Many of us could do with refreshing the language we use in order to engage people better, and raise others' view of us in a professional context. And it's not just when writing meeting minutes - our emails, WhatsApp message and conversations could all do with pressing the 'refresh' button from time to time.

Use the words here to refresh your minute-taking vocabulary.

The Knowledge Bites vocab list

Accentuated	Emphasised	Highlighted
Accepted	Acknowledged	Agreed
Accumulated	Gathered	Amassed
Achieves	Concludes	Closes
Added	Noted	Commented
Advised	Informed	Briefed
Advocated	Recommended	Endorsed
Affirmed	Declared	Accounced
Agreed	Decided	Resolved
Alleged	Asserted	Inferred
Alluded to	Mentioned	Brought up
Also	In addition	Furthermore
Analysed	Evaluated	Calculated
Announced	Reported	Described
Answered	Replied	Responded
Approved	Adopted	Implemented
Argued	Discussed	Debated
Asked for	Requested	Demanded
Asserted	Expressed	Conveyed
Authorised	Approved	Endorsed
Backed	Endorsed	Ratified
Broadcast	Communicated	Described
Came to an understanding	Settled	Resolved



Cautioned	Advised	Informed
Cited	Specified	Defined
Clarified	Explained	Defined
Complied with	Agreed to	Confirmed
Contended	Argued	Disputed
Debated	Talked through	Discussed
Declared	Announced	Published
Disagreed	Objected	Opposed
Disclosed	Divulged	Revealed
Displayed	Showed	Illustrated
Distinguished	Identified	Noticed
Encapsulated	Summarised	Outlined
Explained	Briefed	Summarised
Granted	Allowed	Permitted
Guaranteed	Assured	Certified
Hinted	Implied	Mentioned
In closing	To conclude	Finally
Mentioned	Cited	Used as an example
Noticed	Observed	Perceived
Offered	Gave	Provided
Offset	Countered	Opposed
Organised	Arranged	Aligned
Promised	Guaranteed	Assured
Proposed	Suggested	Put
Queried	Questioned	Challenged
Raised	Brought up	Added
Reeled off	Recited	Repeated
Repeated	Reiterated	Said again
Repeated	Stressed	Underlined
Requested	Asked for	Demanded
Showed	Revealed	Unveiled
So	As a result	Therefore
Suggested	Proposed	Advocated
Thought	Believed	Was of the opinion that

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