VIDEO A Conference Call in Real Life

1. Who is the first person to join the meeting?

Beth

Trip

John

2. How many numbers is the access code?

three

nine

thirty

3. What should they be able to see on their screens?

a presentation

a link

a pin number

4. What is looking great?

staffing

financials

distributions

5. What will Beth send out?

a recap email

detailed evaluations

a staffing report

Read about the challenges of conference calls below.
Then watch and check off the ones you see in the video.

The challenges of conference calls

- ☐ Some people are late in joining the call.
- ☐ The conversation can be awkward.
- ☐ The calls are too expensive.
- ☐ There are too many outside interruptions.
- ☐ People talk at the same time.
- ☐ No one leads the call.
- ☐ You can't hear well.
- ☐ Some people leave the call early.

LIVEWORKSHEETS