

Starting

- We're just waiting for Raymond.
- 1 Lauren is here with me.
- Your line isn't very good. Can you up?

Managing

- Lauren, can you speak first, please?
- Would you like to now?
- OK, let's begin. Today, I want to discuss ...
- Raymond, can you speak first? And then Helmi, you can speak .
- Well, I think that everything.
- Thank you everyone for .
- Are there any questions we finish?
- I'll the main points in an email.

Ending