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 [ ].

Ending

___ Well, I think that [ ] everything.
___ Thank you everyone for [ ].
___ Are there any questions [ ] we finish?
___ I'll [ ] the main points in an email.

LIVEWORKSHEETS