

► **7.4** Listen again to Vance leading the teleconference. Number his expressions in the order he uses them.

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|-----------------|---|----------|---|
| Starting | [| ___ | We're just waiting for Raymond. |
| | | <u>1</u> | Lauren is here with me. |
| | | ___ | Your line isn't very good. Can you speak up? |
| Managing | [| ___ | Lauren, can you speak first, please? |
| | | ___ | Would you like to comment now? |
| | | ___ | OK, let's begin. Today, I want to discuss ... |
| | | ___ | Raymond, can you speak first? And then Helmi, you can speak next. |
| Ending | [| ___ | Well, I think that covers everything. |
| | | ___ | Thank you everyone for coming. |
| | | ___ | Are there any questions before we finish? |
| | | ___ | I'll sum up the main points in an email. |