

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

Starting

- We're just waiting for Raymond.
- 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.

 **LIVEWORKSHEETS**