2 Read two more parts of the teleconference. Complete the missing words (1–8).

Michael OK, let's [1]b_____. Thank you everyone for coming. We have myself and Natasha in Manchester, Ryan in Boston and Liza in Rome. Today, I want to [2]d_____ our online security. You've all seen copies of Liza's report and proposal but Liza, can you [3]s_____ first? I'd like you to give a brief summary of the main points.

Liza Sure.

Michael And then Ryan, you can speak next. I'd like to hear the views from your team in Boston.

Natasha Can I [4]s_____ something before we begin?

Michael Go ahead.

Natasha. Ryan and Liza? Can I ask you both a [5]q_____? I sent out two drafts of the report and I want to check that you are looking at the second version …

[Later]

Ryan So I think that [6]c_____ everything from my team. And of course, I'll [7]s_____ up the main points in an email.

Michael Great. Thanks for that Ryan.

Liza Michael, can I [8]c_____ in here? Ryan, at the beginning you said most of your team are happy [illegible]

LIVEWORKSHEETS