

VIDEO A Conference Call in Real Life

1. Who is the first person to join the meeting?

Beth
Trip
John

4. What is looking great?

staffing
financials
distributions

2. How many numbers is the access code?

three
nine
thirty

5. What will Beth send out?

a recap email
detailed evaluations
a staffing report

3. What should they be able to see on their screens?

a presentation
a link
a pin number



Read about the challenges of conference calls below.
Then watch and check off the ones you see in the video.

The challenges of conference calls

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| ☐ Some people are late in joining the call. | ☐ People talk at the same time. |
| ☐ The conversation can be awkward. | ☐ No one leads the call. |
| ☐ The calls are too expensive. | ☐ You can't hear well. |
| ☐ There are too many outside interruptions. | ☐ Some people leave the call early. |