

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

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