

Let's check your answers.

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- A. We can't hear you John, you are on mute.
- B. I'm sharing my screen. Can everyone see it?
- C. So (.....), I can (.....) by (.....), okay?
- D. Hope you don't mind me recording our session?
- A. I believe the right answer to this question is [traffic sounds] or maybe B.
- A. I think there is a lag. Tom's audio doesn't match his video.
- B. Oh, Jane's video has just frozen. We've probably lost her.
- C. The sound quality is not good, can everyone speak up, please?
1. Yeah, I'm having the same problem here. He probably has a poor internet connection.
2. YES, OF COURSE!
3. There's some background noise out there. I'll mute all of you. Please unmute only when you want to say something.
4. (a few seconds later) Oh, thanks. I didn't know that. I think I clicked the mic button accidentally.
5. No, it's not there yet. It's still loading.
6. Let's wait a second for her to connect again.
7. Why didn't you tell us before? We'd have dressed better.
8. You're cutting out, Louis. Can you say that again?



Decide what you would say in these situations. [part 1/8]

There's poor sound quality and a lot of background noise so you haven't heard what your colleague has just said.



Decide what you would say in these situations. [part 2/8]

You joined the meeting a few minutes late.
Greet everyone and come up with an excuse why
you're late.



Decide what you would say in these situations. [part 3/8]

You're the host of a meeting and you muted someone accidentally so nobody could hear them speaking when they answered some questions.



Decide what you would say in these situations. [part 4/8]

You're not sure if you can see the right screen.
Someone is giving a presentation,
but you can only see a browser window.



Decide what you would say in these situations. [part 5/8]

It seems that one of your colleagues might have
got disconnected. His video is not moving.
Ask him if everything is okay.



Decide what you would say in these situations. [part 6/8]

You're the host of a meeting and there are three people trying to talk at the same time. React and get the meeting back in order.



Decide what you would say in these situations. [part 7/8]

You suggested scheduling another meeting, but nobody reacted. Are they all muted?
Maybe they've already left the meeting or nobody wants to be the first to say 'yes'?



Decide what you would say in these situations. [part 8/8]

You're participating in an online meeting with 12 people and you can hear a dog barking constantly. It's irritating and you can't really hear what others are saying. Let everyone know about it and try to fix this issue.