

CHEAT SHEET – Virtual Meetings in English

BEGRÜSSUNG & BEGINN DES MEETINGS

- *Are you working from home today?*
- *Can everyone hear me?*



ETWAS TEILEN

- *Can you please share your screen?*
- *I will enclose the link in the chat*
- *I will share the link in the chat.*



ENTSCHEIDUNGEN TREFFEN & FRAGEN STELLEN

- *I would like a show of hands.*
- *Please use a virtual hand to vote.*
- *Is that a fresh hand or an old one?*



EIN PROBLEM MELDEN

- *We cannot hear you, you're on mute.*
- *I have a weak signal.*
- *You are frozen.*
- *Sorry, I could not log on to the meeting.*
- *You dropped out for a minute.*



DAS MEETING VERLASSEN

- *I need to pop out.*
- *OK everyone, I am off now.*
- *I am leaving. Can you take over from me?*

