

A COVID-19 Guide to Working Remotely

With the rapid increase of COVID-19 cases **seemingly** (*anscheinend*) overnight, many companies have chosen to turn to technology as a quick and effective solution. What exciting times to be living in, when **conducting** (*durchführen*) a meeting or **carrying out** (*durchführen*) a sales pitch can be done with a push of a button.



As many companies start implementing working-from-home measures, it is important to be familiar with some crucial phrases you might have to use in your conference calls.

Here are some jumbled up sentences that will help you. Let's see if you can put them in the right order.

- **Getting started**

all / time / Thank / being / on / you / for

- **Purpose of the call**

have / points / agenda / We / on / today / three / the

- **Inviting people to speak**

comment / like / you / that, / Would / John / to / on

- **Interrupting someone**

stop / just / one / Can / you / please? / I / minute / for

- **Ending a discussion**

sum / think ... / To / up, / I

- **Further actions**

send / by / Could / me / report / Friday / the / you / please?

Now, go forth and **conquer** (*meistern*) that video call in English! 😊

Answers:

Thank you all for being on time.
We have three points on the agenda today.
Would you like to comment on that, John?
Can I just stop you for one minute please?
To sum up, I think ...
Could you send me the report by Friday please?