

## THE CHEAT SHEET – Virtual Meetings in English

### Begrüßung und Start

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



### Sie wollen etwas teilen

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



### Meinungsbild und Entscheidungen

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



### Mit technischen Problemen umgehen

- We can't hear you, you are on mute.
- You are muted. / Your microphone is muted.
- I have a weak signal. / I have a bad / weak connection.
- You are frozen.
- Sorry, I could not log on to the meeting. / I was not able to log on.
- Try logging out of the call and logging back in.
- Try leaving the call, then coming right back.
- You need to click on *Share screen* again to end it. / Try clicking on ...
- You dropped out for a minute. / You froze (for a minute).



### Sie wollen das Meeting verlassen

- I need to step out for a moment.
- I need to leave for a moment.
- OK everyone, I'm off now. /... I need to sign off now.
- I am leaving, can you take over for me?

