

English for Teleconference Meetings

1

- Tips for the Teleconferences
- Preparing for the teleconference
- Using technology and equipment

2

- Starting the meeting and setting the tone
- Leading the teleconference
- Keeping the participants away from their mails

3

- Using visual aids
- Using your voice
- Using the appropriate language

4

- Terminating the teleconference
- Following up the teleconference
- Tips for the participants

5

- Making your teleconference more effective
- Using effective words and phrases
- Common issues