

| <b>B</b>   | <b>I</b>  | <b>N</b>  | <b>G</b>  | <b>O</b>   |
|--|---|---|---|--|
| <i>Let's wait a few minutes until everyone arrives</i> | <i>Sorry, I have to leave to attend another meeting</i>         | <i>I have some problems with my network</i>                                 | <i>Could everyone please mute when not speaking</i>     | <i>Sorry for being late, my previous meeting was prolonged</i> |
| <i>(Irritating background noise)</i>                   | <i>(Sounds of someone typing on their keyboard)</i>             | <i>Can you hear me?</i>   | <i>Oh, now I see that XXX is online, welcome!</i>       | <i>Next slide, please</i>                                      |
| <i>(Echo or other high-pitched noise)</i>              | <i>(Smalltalk about COVID-19 until people join the meeting)</i> | <i>(Member of the family moving in the background)</i>                      | <i>You are still sharing your screen</i>                | <i>No, it is still loading the picture</i>                     |
| <i>Sorry, I forgot to unmute</i>                       | <i>Shh, please, I am in a meeting</i>                           | <i>Is your raised hand still relevant or did you forget to take it down</i> | <i>I hear some crackling sound, can you hear it?</i>    | <i>Hello, hello?</i>   |
| <i>I think she/he is still muted</i>                   | <i>Am I making that echoing sound?</i>                          | <i>You forgot to unmute your microphone</i>                                 | <i>Could you e-mail that to everyone at the meeting</i> | <i>No, please you first.<br/>No, you go ahead!</i>             |
| <i>Is he still here or has he lost his connection?</i> | <i>We have to hurry up to allow everyone to speak</i>           | <i>It seems I cannot share the presentation, oh, wait, now I can</i>        | <i>Who is taking the minutes of the meeting?</i>        | <i>(Forgetting to mute when taking a phone call)</i>           |