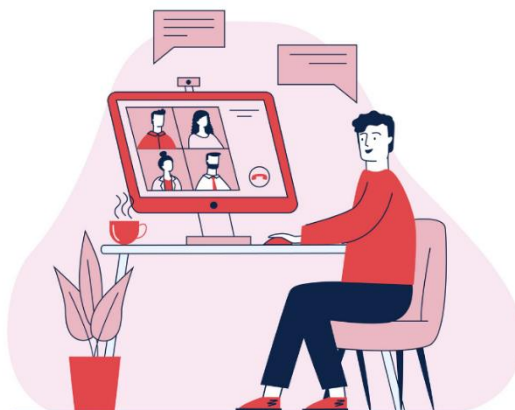# Online meetings language you need to know

1. **Match the underlined words and phrases to their meanings given below.**

   a) We can't hear you John, you <u>are on mute</u>.

   b) I'm <u>sharing my screen</u>, can everyone see it?

   c) You're <u>cutting out</u>, Louis. Can you say that again?

   d) Hope you don't mind me <u>recording</u> our session?

   e) There's some background noise out there. I'll <u>mute</u> all of you. Please unmute only when you want to say something.

   f) I think there is a <u>lag</u>. Tom's audio doesn't match his video.

   g) No, it's not there yet. It's still <u>loading</u>.

   h) The sound quality is not good, please can everyone <u>speak up</u>?

   i) That's it for today. Tomorrow I'll send you an <u>invite</u> to our next meeting.

   j) Oh, Jane's video has just <u>frozen</u>. Probably we've lost her.

   MEANINGS

   1) to speak louder

   2) another word for an invitation

   3) to experience problems with audio and video working irregularly

   4) a delay between a user performing an action on a computer, and the computer reacting

   5) to make an electronic copy of sounds or images

   6) to show your screen to other meeting participants

   7) to process an image, a video, etc. so that it appears on a screen

   8) to switch off someone else's microphone

   9) this phrase means that your microphone is switched off

   10) to become temporarily locked because of system problems

2. Match sentences to create short dialogues.

1. We can't hear you John, you are on mute.
2. I'm sharing my screen. Can everyone see it?
3. So (……), I can (……) by (……), okay?
4. Hope you don't mind me recording our session?
5. I believe the right answer to this questions is [traffic sounds] or maybe B.
6. I think there is a lag. Tom's audio doesn't match his video.
7. Oh, Jane's video has just frozen. Probably we've lost her.
8. The sound quality is not good, please can everyone speak up?

A. Yeah, I'm having the same problem here. He probably has a poor Internet connection.
B. YES, OF COURSE!
C. There's some background noise out there. I'll mute all of you. Please unmute only when you want to say something.
D. (a few seconds later) Oh, thanks. I didn't know that. I think I clicked the mic button accidentally.
E. No, it's not there yet. It's still loading.
F. Let's wait a second for her to connect again.
G. Why didn't you tell us before? We'd have dressed better.
H. You're cutting out, Louis. Can you say that again?

3. Watch a [comedy sketch] [up to 3:00] about video conferencing (bit.ly/video-meeting-sketch) and tick the words and phrases your hear from the list below.

| MUTE | INVITE | | FROZEN | CUT OUT | LOAD |
| SHARE | | LAG | RESCHEDULE | | STUCK |

4. Discuss the questions below.

- Do you like remote meetings?
- Have you ever experienced any of the situations shown in the video?
- What's most annoying about online meetings?
- Do you think remote meetings are as effective as face-to-face meetings? Why? Why not?
- What's the best aspect of video conferencing?

ESL BRAINS

5. How would you react in these situations?

a) There's poor sound quality and a lot of background noise so you haven't heard what your colleague has just said.

b) You joined the meeting a few minutes late. Greet everyone and come up with an excuse why you're late.

c) You're the host of a meeting and you muted someone accidentally so nobody could hear them speaking when they answered some questions.

d) You're not sure if you can see the right screen. Someone is describing a presentation, but you can see a browser window.

e) It seems that one of your colleagues might have got disconnected. His video is not moving. Ask him if everything is okay.

f) You're the host of a meeting and there are three people trying to talk at the same time. React and get the meeting back in order.

g) You suggested scheduling another meeting, but nobody reacted. Are they all muted? Maybe they're already gone or nobody wants to be the first to say 'yes'.

h) You're participating in an online meeting with 12 people and you constantly hear some dog barking. It's irritating and you can't really hear what other people say. Let people know about it and try to fix this issue.