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B1 MEETINGS ≈ 27 MIN

Online Meetings — *practice on paper*

You know the video-call routine — now practise fresh phrases for technology, sharing, and the close.

Video call: **check technology and name problems → share and leave politely .**

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ◯ 2 · FILL-IN ◯ 3 · CORRECT ◯ 4 · WRITE ◯

BRICK 1 · SORT BY CALL JOB · APPROX. 4 MIN ●○○

Sort each English phrase by its video-call job. Use the key to check its precise function.

- Is my sound clear?
- Can everybody see the first slide?
- Your microphone seems to be muted.
- The audio is breaking up again.
- Your video looks frozen.
- I'm sharing the agenda now.
- The slides are on screen now.
- I'm ending the screen share.
- I need to leave this call early.
- The recording will follow today.

CHECK & FIX	SHARE & LEAVE

BRICK 2 · COMPLETE THE CALL PHRASE · APPROX. 6 MIN ●●○

Insert exactly the English word in the cue. The technical problem or action makes every answer clear.

01 Sound check: Is the audio _____ for everyone? (use clear)

02 Slide check: Can everybody _____ slide one? (use see)

03 Silent mic: Your microphone is still _____ . (use off)

04 Choppy audio: Your voice is _____ up. (use breaking)

05 Stopped video: Your picture has _____ . (use stopped)

06 Agenda: I'm _____ the file now. (use sharing)

07 Early exit: I need to _____ off at four. (use drop)

08 Recording: I'll send the file _____ after lunch. (use round)

YOUR BUILD

1 · SORTING ○ | 2 · FILL-IN ○ | 3 · CORRECT ○ | 4 · WRITE ○

BRICK 3 · CORRECT THE VIDEO-CALL PHRASE · APPROX. 7 MIN ●●○

Each English sentence contains exactly one common error. Use the cue and rewrite the full sentence.

01 Screen check: Is the beamer visible to all? (use "screen")

02 Call ending: We see us on Tuesday. (use "See you")

03 Silent mic: You're in mute, Felix. (use "on")

04 Poor sound: Maria, you breaking up during this call. (use "you're")

05 Screen share: Let me to share the agenda. (remove "to")

06 Recording: I'll send round after the call the file. (put "the file" before "round")

BRICK 4 · WRITE YOUR VIDEO CALL · APPROX. 8 MIN ●●●

Write one or two English sentences for each prompt. Name the problem or action briefly and clearly.

01 Call start: check the sound and first slide with two short questions.

02 Live problem: name a silent microphone and choppy sound.

03 Presentation: announce screen sharing and then its end.

04 Early finish: leave politely and promise the recording.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I check sound or the screen with a short question.
- ☐ I distinguish a silent mic, poor sound, and stopped video.
- ☐ I announce the start and end of screen sharing.
- ☐ I say "screen" or "projector," not "Beamer."

Still unsure? Name the visible or audible problem first, then choose the phrase.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 Is my sound clear?
Check & fix: the question checks sound.

02 Can everybody see the first slide?
Check & fix: the question checks the picture.

03 Your microphone seems to be muted.
Check & fix: the phrase names the microphone problem.

04 The audio is breaking up again.
Check & fix: the phrase names poor sound.

05 Your video looks frozen.
Check & fix: the phrase names stopped video.

06 I'm sharing the agenda now.
Share & leave: the phrase starts sharing.

07 The slides are on screen now.
Share & leave: the phrase confirms the slides.

08 I'm ending the screen share.
Share & leave: the phrase ends sharing.

09 I need to leave this call early.
Share & leave: the phrase announces departure.

10 The recording will follow today.
Share & leave: the phrase promises the recording.

BRICK 2 · FILL-IN

01 Sound check: Is the audio **clear** for everyone?
Tech check: clear checks sound quality.

02 Slide check: Can everybody **see** slide one?
Tech check: see checks the visible slide.

03 Silent mic: Your microphone is still **off**.
Microphone: off means switched off.

04 Choppy audio: Your voice is **breaking** up.
Sound problem: breaking up means choppy.

05 Stopped video: Your picture has **stopped**.
Video problem: stopped names the frozen picture.

06 Agenda: I'm **sharing** the file now.
Sharing: sharing names the live action.

07 Early exit: I need to **drop** off at four.
Departure: drop off ends your participation.

08 Recording: I'll send the file **round** after lunch.
Follow-up: send round distributes the recording.

BRICK 3 · CORRECT

01 Screen check: Is the **screen** visible to all?
Transfer: screen replaces Beamer in a call.

02 Call ending: **See you** on Tuesday.
Closing: see you replaces we see us.

03 Silent mic: You're **on** mute, Felix.
Pattern: the fixed phrase is on mute.

04 Poor sound: Maria, **you're** breaking up during this call.
Live problem: the continuous form needs are.

05 Screen share: Let me **share** the agenda.
The base form follows let me.

06 Recording: I'll send **the file round** after the call.
Word order: the object sits between send and round.

BRICK 4 · WRITE

Your sentences may differ if the problem or action is immediately clear.

01 "Is my sound clear? Can everybody see slide one?"
Tech check: two short questions check sound and video.

02 "Your microphone is off. Your voice is breaking up too."
Problems: each sentence names one issue.

03 "I'm sharing the agenda now. I'll end the share after this slide."
Sharing: the start and end are clearly announced.

04 "Sorry, I need to drop off early. I'll send the recording round today."
Departure: apology and follow-up stay brief.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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