

COMMUNICATION

Phrases for video calls

LEVEL

Intermediate (B1)

NUMBER

EN_B1_1011X

LANGUAGE

English

Learning outcomes

- I can recognise and recall some phrases commonly used on video calls.
- I can accurately use these phrases to have a well-organised video call.



Warm-up

Choose one of the **sentences** and complete it with your own ideas.



The last time I had a video call at work was...

The worst video call I've ever had was...

- | | |
|------------------------------------|----------------------------------|
| <input type="radio"/> personal | <input type="radio"/> fun |
| <input type="radio"/> professional | <input type="radio"/> boring |
| <input type="radio"/> long | <input type="radio"/> successful |
| <input type="radio"/> short | <input type="radio"/> difficult |



On a call

Read the text below and **answer the questions** in the red box.

Simon: Have we got everybody? Yes? Ok, great! Let's get started, then! We don't have much time today, so I'll keep it short and sweet. Let's look at the numbers from the April marketing campaign–

Ellie: Can I just jump in here quickly, Simon? I wanted to remind everyone that today's the last day to sign up for the July team-building event.

Cynthia: I didn't think we had to sign up for it! Where can we do that?



1. From looking at the picture, what kind of call is this?
2. How do these people know each other, do you think?



On a call

Read the text below and **answer the questions** in the red box.

Mary and Ellie try to speak at the same time:

Mary: It's–

Ellie: You can– Oh, sorry Mary!

Mary: No, go ahead.

Ellie: You can sign up online. I'll send you the link.

Simon: Let's try to stick to the topic, everyone! We've got quite a lot to cover today...



3. Why do Mary and Ellie try to speak at the same time?
4. Which of these topics is the meeting supposed to be about – the marketing campaign or the team building event?



Discuss

What does it mean to take turns when talking?



What makes taking turns on a video call difficult sometimes?



When do we use these phrases?

1 *Have we got everybody?*

a to tell the other person that they can speak

2 *Keep it short and sweet.*

b to remind people about the purpose of the meeting

3 *Can I jump in here?*

c to check that everyone is on the call

4 *No, go ahead.*

d to say that you don't want the meeting to go on for too long

5 *Let's stick to the topic.*

e to interrupt somebody



Multiple choice

1 I'll keep it _____ and _____ today as I know you're busy!

a. sweet, short

b. short, sweet

2 No, no! Go _____. I'd like to hear what you have to say about this!

a. ahead

b. forward

3 Can I just jump _____ here? I'm not a huge fan of this idea, to be honest!

a. up

b. in

” Making suggestions

I see that we're all here, so let's start the meeting.
We have a lot to cover today, so let's stick to the topic.
Let's not worry about that right now – it's not important.
Let's look at the data from March.

- We use _____ + bare infinitive to **make suggestions**.
- Can you identify the **main verb** in each of these **suggestions**?
- **Let's** is a contraction. Do you know what the full form is?
- To form the **negative** add _____.



Making suggestions

Match the pictures with the correct phrase. Then, make a suggestion using *let's* for each one. You can also suggest *not* to do something!

1



2



3



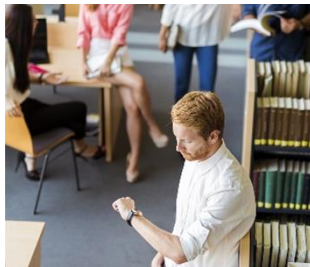
4



5



6



a try it again from the start.

b get started. This webinar...

c go out tonight. I'm too tired!

d finish for today – bye!

e waste any more time on this!

f eat!



On a call

Read the last part of the conversation. Then, **answer the questions** in the red box.

Simon: Now, where were we?

Ellie: We still need to decide who's going to present the April results to the rest of the company.

Simon: Ah, yes! Cynthia, maybe you can take the lead on that?

Cynthia: Sounds good to me.

Simon: Anything else? No? Then let's leave it here for today. Yes, Mary – you wanted to add something about this?

Mary: I just have one question, but it's about a different issue –

Simon: Well, let's talk about it together after the meeting then. I'm afraid that's all we have time for this morning.



1. What stage of the meeting is this?
2. Why do you think Simon tells Mary that they can discuss her question after the meeting?



Now, where
were we?



Let's leave it
here for today.



Can you **take the
lead** on that?



When do we use this
phrase in a meeting?

Can you think of
another way to say this?

What does to **take the
lead** mean?



Discuss

How often do you take the lead on projects at work?



How long are your video calls at work?



To interrupt or not to interrupt?

Read the situations described below. **In breakout rooms or in the main classroom, discuss:**

- Is it a good or a bad idea to interrupt in these situations?
- Have you ever been in a similar situation? What did you do?



The meeting has moved off topic, but there are still 30 minutes left to discuss the important points.

Your friend is telling a very long story that doesn't interest you.

You completely disagree with what your boss is saying.

You are with a group of people and feel uncomfortable about the topic of conversation.

Having a well-organised video call

Your company is developing a new app where users can share tips and photos of their gardening projects. You and your colleagues are meeting, and you only have 10 minutes to decide on the name and launch date of the app. Your teacher will host the meeting.

1



Brainstorm some names for the app and a date for the launch.
Everyone should suggest different ideas.

2




Make an argument for your chosen name and date. Why is yours the best?
Remember the phrases you learned for taking turns while speaking!

3



Whose **name** is the **best**?
Whose **date** is the **most realistic**?
Decide as a team – and keep an eye on the time!



End of the lesson

Idiom

*They were both **talking a mile a minute** – I couldn't understand a word!*

Meaning: to speak very quickly



Additional practice



Having a well-organised video call

Below are some phrases from the texts you have read in the lesson, as well as some additional phrases for having an organised video call. Categorise the phrases. Can you think of any others?

1

No, you go first!

2

I'll try to keep it short and sweet

3

Have we got everybody?

4

Can I add something?

5

If I could just say one thing...

6

Firstly...

7

Who's on the call?

8

Who's missing?

9

No, go ahead!

10

Can I jump in here?

Getting started

Interacting and taking turns



What's the correct phrase?

Use the phrases you have learned in the lesson to:

1 ask if the whole team is on the call



2 suggest that everyone returns to the main point of the meeting



3 say that this meeting won't take very long

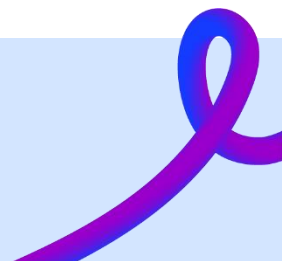


4 interrupt somebody



5 end the meeting







Make your classmate stop talking!

Choose one of these four prompts to talk about.

Student 1: begin to **talk about your topic**. The other students must **try to interrupt you**, using the phrases from the lesson. However, if they interrupt, they must have something to say!



A film that you saw recently

What you did yesterday

A difficult day at the office

Your favourite meal



Multiple choice



1 Joe took the _____ on the project as he had the most experience working with the engineers.

a. start

b. lead

c. deed

d. seed

2 Now, where were ... ?

a. you

b. they

c. we

d. I

3 Right, I don't think we're going to make any more progress, as everyone is tired. Let's _____ this here for today.

a. leave

b. sit

c. lead

d. rest

4 Have we _____ everybody? Who's missing?

a. seen

b. have

c. got

d. left



Vocabulary review slide

Review vocabulary from the lesson. Can you think of other, related words or phrases?
Choose a word or phrase to build a sentence.



to take turns

let's

interrupt

meeting

basic rules

take the lead

organised

to wait (your) turn

Video call

**topic of
conversation**



Discuss

Discuss these questions with your classmates.



When is it appropriate to interrupt somebody?

Should you always wait your turn?

In your culture, is it considered rude to interrupt?

How is it different in personal and professional situations?



Discuss

“

**You should only speak
when spoken to!**

Have you ever heard
this phrase? Ask
your teacher to
explain it.

Do you agree?

Do you have any
similar phrases in
your language?





Answer key

P.4

1. Possible answers: The meeting is happening online/on a video call
2. Possible answers: They are colleagues/They work together/They know each other from the office

P.5

3. They both try to answer Cynthia's question
4. The marketing campaign is the main topic of the meeting.

P.7

1. c, 2. d, 3. e, 4. a, 5. b

P.8

1. b, 2. a, 3. b,

P.9

1. Let's + infinitive 2. start, stick to, worry, look 3. Let's = let us 4. Not

P.10

1. c, 2. b, 3. a, 4. f, 5. d, 6. e

P.11

1. It's the end of the meeting.
2. Simon tells Mary that they can discuss her question after the meeting because it's not relevant to the topic and/or there isn't enough time left.



Answer key

Additional Practice

P.19

Some suggestions (teacher can add others)

Starting a meeting: first up; to start, I'd like to; is everybody here?; We're waiting for ___ to join.

Interacting and taking turns: Do you mind if I...?; I'd like to add something here...

P.20

1.) Have we got everybody? 2.) Let's stick to the topic 3.) It'll be short and sweet 4.) Can I jump in here? 5.) Let's leave it here for today

P.22

1. b, 2. c, 3. a, 4. c



Summary

Phrases for video calls:

- Have we got everyone? Can I jump in here? That's all we have time for today, I'm afraid.

Using *Let's* to make suggestions:

- *Let's* + infinitive (positive) *Let's* + *not* + infinitive (negative)
- Let's keep this short and sweet.
- Let's not waste any more time on this!

Key real life language phrases:

- Now, where were we? Can you take the lead on this? Let's leave it here for today.

Having a well-organised video call:

- Requires taking turns, managing time and trying to stick to the topic!



Vocabulary

to take turns

Have we got everybody?

I'll keep it short and sweet

Can I jump in here?

No, go ahead

Let's stick to the topic

Who's missing?

host

to interrupt

Let's...

Now, where were we?

Let's leave it here

to take the lead

topic of conversation

to run out of time

to wait (your) turn

basic rules

