Video calls and online meetings English

Phrases for online meetings and video calls in English: starting the call, dealing with audio and video problems, sharing your screen, taking turns and ending the call.

Model dialogue

Host	Hi, everyone. Let's wait a minute for the others to join. Can everyone hear me?
Emma	Yes, loud and clear.
Host	Great. Shall we make a start? I'll be sharing my screen in a moment. Can you all see my screen?
Paul	Sorry, it's just a black screen for me.
Host	Let me try again. How about now?
Paul	Yes, now I can see it.
Emma	Sorry, can I ask something? Oh, sorry, you go first, Paul.
Paul	No, go ahead, Emma.
Host	We're almost out of time. I'll send a recording after the call. Thanks, everyone. Talk soon.

Key vocabulary

Word	Meaning	Example
mute	to turn off your microphone	Please mute yourself when you're not speaking.
unmute	to turn your microphone on again	You need to unmute to speak.
share your screen	to show your computer screen to others	Could you share your screen?
lag	a delay in sound or video	There's a bit of lag.
background	what people see behind you	I use a blurred background.
breakout room	a smaller group in an online meeting	Let's go into breakout rooms for ten minutes.
recording	a saved video of the meeting	The recording is in the shared folder.
chat	the box for written messages	I've put the link in the chat.

Useful phrases

Starting the call

Can everyone hear me?	checking audio
Hi, everyone. Let's wait a minute for the others to join.	waiting for people
Shall we make a start?	beginning
I'll be sharing my screen in a moment.	announcing a screen share

Technical problems

Sorry, you're on mute.	telling someone they are muted
You're breaking up a little.	bad connection
Your video has frozen.	frozen image
Could you turn your camera on?	asking for video
I think we lost Paul.	someone disconnected
Sorry, I had connection problems. What did I miss?	coming back

Sharing and taking turns

Can you all see my screen?	checking a screen share
Let me put the link in the chat.	sharing a link
Go ahead, Emma.	giving someone the turn
Sorry, you go first.	when two people speak at once
Could you raise your hand if you have a question?	managing turns

Ending the call

We're almost out of time.	warning about time
I'll send a recording after the call.	follow-up
Thanks, everyone. Talk soon.	ending

Practice and role-play

A. Complete the phrases

Write one word in each gap.

1. Can everyone _____ me?
2. Sorry, you're on _____.
3. You're _____ up a little.
4. Your video has _____.
5. Can you all see my _____?
6. Let me put the link in the _____.
7. We're almost out of _____.
8. Sorry, you go _____.

B. Correct the mistakes

Each sentence has one mistake. Rewrite it correctly.

1. Can you listen to me?

2. You are in mute.

3. My camera doesn't function.

4. Let me share you my screen.

C. Role-play

Student A. You host a 10-minute online team meeting about holiday dates. Open the call, deal with one technical problem, share a "screen" (a paper), and end the call.

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Student B. You join the meeting late with connection problems. Apologize, ask what you missed, and give your holiday dates.

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Answer key

A: 1 hear · 2 mute · 3 breaking · 4 frozen · 5 screen · 6 chat · 7 time · 8 first

B: 1 Can you hear me? · 2 You're on mute. · 3 My camera isn't working. · 4 Let me share my screen with you.