

A Video Conference- expectations vs reality

1. Answer and discuss the questions below:

- Have you ever **worked remotely**? If yes, how often do you work **from** home? If no, would you like to work remotely and why?
- What do you think are the biggest **pros and cons** of working like this?
(you can use some synonyms such as advantage, convenience, a positive side of, a negative side of, disadvantage, downside, drawback, problem)
- Why do some people prefer to work in the office even though they have the possibility to work from home?

2. Watch the [video](#) and say what are the most common problems that occur during conference calls? Is there anything that particularly annoys you? Write your answers below:



- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

3. Watch the video again and fill the gaps with the missing words:

1. Paul is having a
2. Try your output settings
3. you hear me?
4. Tyler, Are you on
5. I just had to change
6. Maybe we can then?

7. I want you to (the headphones)
8. I had to I'm stuck in traffic
9. Have I anything ?
10. I think we Tyler.
11. Am I?
12. go over all of the other reports?
13. Beth, ?
14. My wife is this week.
15. Hi guys,, I'm gonna join in.
16. What are you guys
17. and let's just do a regular conference call, ok?
18. Paul can you have David send out the ?

Having filled these sentences, now try to repeat and remember them!

4. Put the sentences into the right boxes

- | | |
|--|--|
| 1. Is everyone ready to start? | email |
| 2. Could you speak up, please? | 14. Could I interrupt you for a minute? |
| 3. Thank you for your participation, | 15. As you know, today we are discussing XYZ. |
| 4. Hello, it's Kate speaking. | 16. I'm sorry, could you be more specific on that? |
| 5. Could you explain that in layman's terms? | 17. Could I stop you for just one minute, please? |
| 6. Welcome to the conference call. | 18. Sorry, would you mind if I asked a question? |
| 7. Is there anything else to discuss? | 19. Let's speak again next week. |
| 8. Sorry, would you mind if I asked a question? | 20. Shall we begin? |
| 9. Just to clarify are you saying that...? | 21. Could you speak more slowly, please? |
| 10. We've run out of time so let's wrap up and close the call. | 22. I didn't get that I am sorry could you say it again? |
| 11. Could you explain that again? | 23. I'd like to welcome everybody here today. |
| 12. Would you mind if I jumped in there? | 24. Let's close the call, thank you everyone. |
| 13. I'll confirm our discussion by | |

<p>STARTING THE CALL</p>	<p>INTERRUPTING A CALL</p>
<p>ASKING FOR CLARIFICATION</p>	<p>FINISHING THE CALL</p>

Extra: You can try to come up with more examples of your own and add them to the right boxes or make your own notes!

