

Online meetings

I Drag and drop the correct word.

ball	shortly	introductions	address	difficulties	covered	wait	frozen
	started		productive	bit	moment	far	

1. Hello, Darek. How's your day been so _____?
2. I think everybody's here. Let's get _____, shall we?
3. There are some unfamiliar faces, so let's do a quick round of _____.
4. Good morning, everyone. I will start the _____ rolling by introducing the first speaker.
5. If you have any questions or _____, feel free to ask.
6. Gabby called and said she'd be with us _____.
7. If you have any questions, we'll _____ them at the end of this meeting.
8. We can't hear you. You're _____.
9. I just missed the last _____. Could you repeat that, please?
10. I apologize for the _____. Please give me a _____ so I can share my slides.
11. We've _____ most of the key points. Thank you.
12. Thank you everyone for joining. It's been a really _____ call.

II Choose the correct preposition from the drop-down menu.

1. Please feel free to use the raised hand emoji if you want to contribute _____ the discussion.
2. Sorry for being late, the other call ran _____.
3. Sorry, let me finish my thought and then you can go _____.
4. I'd like to apologize _____ advance, but you may hear my dog barking.
5. I'm going to jump _____ and log _____ again.
6. You're _____ mute. We can't hear you.
7. Sorry Peter, you're breaking _____.
8. If you don't mind, I'm going to switch _____ my camera - my connection's unstable.
9. If you could just bear _____ me for a moment until I find my presentation.
10. I apologize for interrupting, but I'd like to ask a quick question before we move _____.
11. Could you speak _____, please? We can't hear you very well.
12. Let's move _____ to the next item.
13. I think we can leave it here for today. We can pick this _____ again tomorrow.
14. _____ summary, we're going to deal with this issue first thing in the morning.
15. This is what we've agreed _____.
16. You can get me offline _____ email.

III Choose the correct verb.

1. continue = go / come ahead	6. continue where you stopped = get / pick up
2. talk louder = say / speak up	7. a bad line does that = break / end up
3. start = pick / kick off	8. wait = bear / put with sb
4. continue for longer = take / run over	9. disconnect = run / jump off
5. change to a different subject = move / turn on	