@the_english_teacherka

# 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. Yu can get me offline email.

LIVEWORKSHEETS

**III Choose the correct verb.**

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

LIVEWORKSHEETS