

 @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.

### III Choose the correct verb.

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| <ul style="list-style-type: none"><li>1. continue = go / come ahead</li><li>2. talk louder = say / speak up</li><li>3. start = pick / kick off</li><li>4. continue for longer = take / run over</li><li>5. change to a different subject = move / turn on</li></ul> | <ul style="list-style-type: none"><li>6. continue where you stopped = get / pick up</li><li>7. a bad line does that = break / end up</li><li>8. wait = bear / put with sb</li><li>9. disconnect = run / jump off</li></ul> |
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