



Inglés con Joe

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CHALKIE



Excelling in Video Conference Business Meetings

Mastering Language, Etiquette, and
Participation in Virtual Meetings



Learning Objectives

- Use essential vocabulary and phrases for virtual meetings with confidence
- Apply U.S. virtual meeting etiquette, including technical and professional standards
- Participate actively and manage time effectively in online meetings
- Analyze real-world virtual meeting dialogues
- Practice chat writing, follow-up emails, and video speaking for self-study

Key Vocabulary for Virtual Meetings



Mute

To turn off your microphone so others can't hear background sounds.



Screen sharing

Showing your computer screen to everyone in the meeting.



Breakout room

A smaller online group session within a larger video meeting.



Chat function

Text tool for sending written messages during a video call.

Virtual Meeting Etiquette Terms



Technical preparedness

Testing your audio, video, and internet before joining a meeting.



On-camera presence

Looking professional and presentable on video calls.



Engagement

Actively participating by nodding, responding, or using chat.



Time management

Sticking to the agenda and using meeting time efficiently.

U.S. Virtual Meeting Etiquette

Be Technically Ready

Test audio, video, and connection before the meeting.

Professional Appearance

Dress business casual or formal, and sit in a quiet, well-lit area.

Show Engagement

Look at the camera, nod, and use cues like "I agree."

Manage Time Strictly

Avoid tangents; stick to the agenda.

Follow Up Promptly

Send a recap email confirming action items and next steps.



Key Features of Video Meetings



Screen Sharing

Share slides, documents, or websites with everyone.

Breakout Rooms

Split into groups for focused discussions.



Chat Function

Share links, questions, or comments without interrupting.

Virtual Backgrounds

Use images to keep your workspace private or appear more professional.

Sample Dialogue: Virtual Team Meeting

Context: Product Launch Planning

Alex (Project Manager): Hi everyone, can you hear me? Let's wait a moment for others.

Priya (Designer): I'm here. Just unmuted!

Tom (Sales): Same here. My video's on, but there's some lag.

Alex: No worries, Tom. I've shared my screen with the timeline. Priya, can you share the design updates?

Priya: Sure! I've posted the latest mockups in the chat.

Alex: Great. Let's discuss these in breakout rooms for ten minutes, then reconvene.



Virtual Meeting Readiness Quiz



Question 1:

What is the purpose of the 'mute' function in a video conference?

Question 2:

Besides having good audio and video, what other technical aspect should you test before a virtual meeting for 'technical preparedness'?

Question 3:

In the sample dialogue, why did Priya post the latest mockups in the chat instead of verbally describing them?

Answers on the next slide...

Virtual Meeting Readiness Quiz



Answer 1:

The 'mute' function turns off your microphone to prevent background noise from being heard by others.

Answer 2:

You should also test your internet connection to ensure it is stable.

Answer 3:

The chat function allows participants to share links, documents, or comments without interrupting the speaker.

Get creative

Virtual Meeting Role-Play Challenge

Imagine you're in a virtual meeting and encounter a **technical issue**. Then, you need to summarize the meeting via email. Finally, record a quick video update. Let's practice by first writing a chat message about a technical problem, then drafting a follow-up email summarizing **key points** from a virtual meeting, and finally recording a 1-minute video of yourself giving a meeting update.

What you'll need: 

Computer or Smartphone with Camera



Summary: Excelling in Virtual Meetings

You've learned:

- Essential vocabulary and phrases for video calls
- U.S. virtual meeting etiquette for professionalism and engagement
- How to use video meeting tools like mute, screen sharing, and chat
- The importance of time management and prompt follow-up

Keep practicing these skills to communicate confidently in your next virtual business meeting!

