

Virtual Meeting English

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LESSON

01

Before Meeting

Learning Objectives

After this lesson, you will be able to...

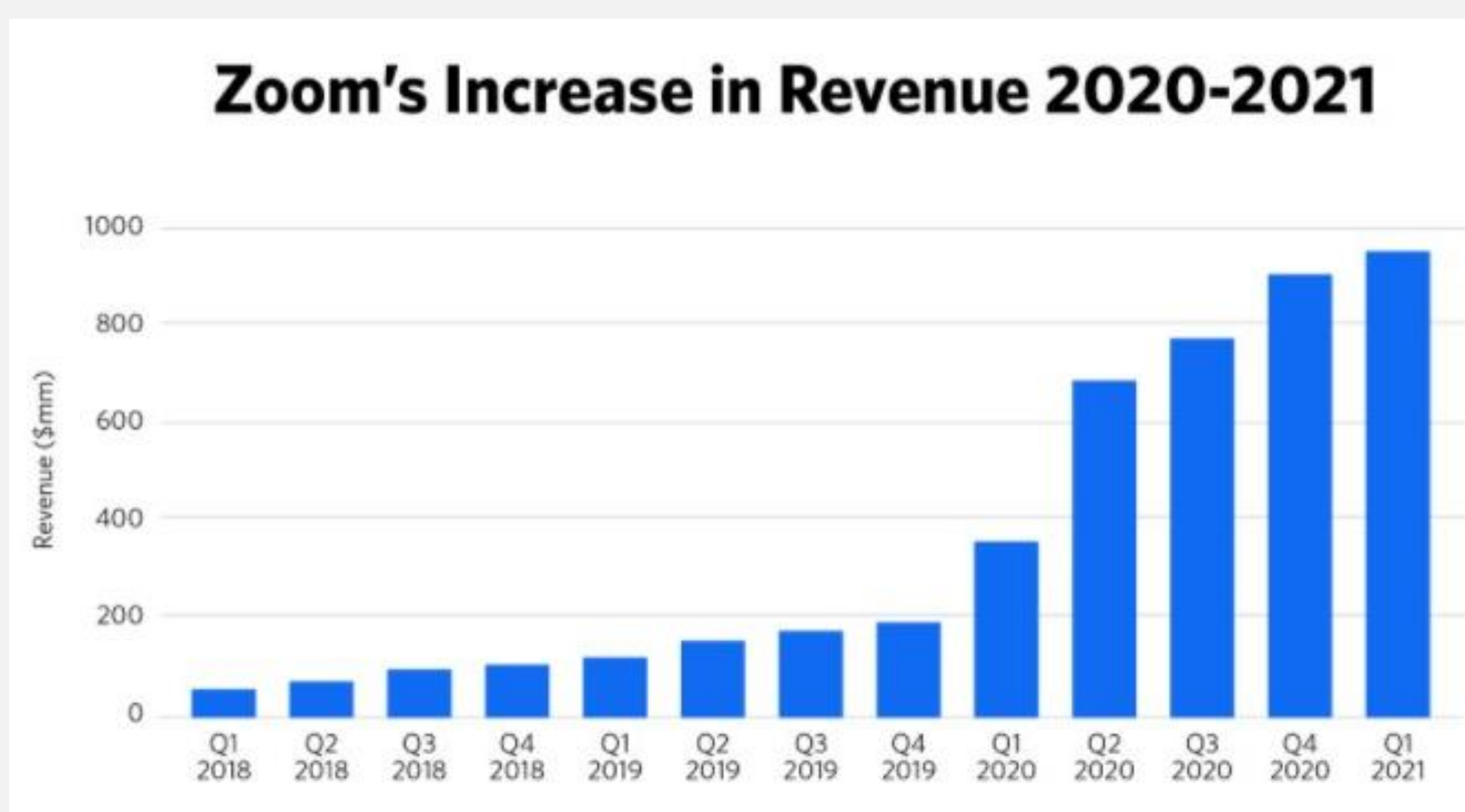
- ✓ **Master how to arrange a meeting**
- ✓ **Utilize useful discussion phrases regarding sending invitations and taking attendance in a meeting**

A

Getting Started



Look at the graph below and talk about it.



- bar graph [막대그래프]
- increase [증가하다]
- peaked [절정에 달하다]
- pandemic [유행병]
- restriction [제한]
- flexible [유연한]

- ① What type of graph is it? Explain the change in the graph.
- ② What is the biggest reason for using the conference call?
- ③ Has the increase in use of conference call affect your life at work? How?

B

Key Vocabulary



Check out the key vocabulary and make your own sentences using them.

• **invite**

to ask (someone) to go somewhere or do something

e.g.

We would like to invite you to attend a meeting.

볼륨을 조절해 주세요.

Make your own :

• **arrange**

to organize the details of something before it happens,
to plan (something)

e.g.

We have arranged a meeting this Friday.

화면을 보고 초점을 맞춰 주세요.

Make your own :

• agenda

a list of things to be considered or done

e.g. Mute your microphone when you are not speaking.
말 하지 않을 때는 음소거를 해 주세요.

Make your own :

• available

present and able to or willing to talk to someone

e.g. Please let me know if you are not available.
모두 준비가 되었다면 시작해 볼까요?

Make your own :

• summarize

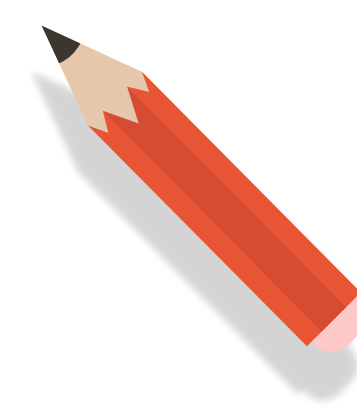
the amount of space between two places

e.g. I have summarized some of the matters for the meeting.
마이크와 거리를 좀 뒤 주세요~

Make your own :



Skill Up Expressions



Check out the expressions to skill up your online meeting skills.

Sending Invitations

- Hope you have been well.
- I would like to invite you to attend a meeting on [].
- The full meeting agenda is attached.

Checking Availability

- Please let me know by [] to confirm you can make it.
- If you are not available, please let me know what other time suits you.

Sending Agenda

- I have summarized some of the matters to be discussed at the meeting.
- We are going to talk about [].

More Expressions!

Using Different Time Zone

USA & Canada time zone:

- EST (Eastern Standard Time) → KST (+14:00)
- CST (Central Standard Time) → KST (+15:00)
- PST (Pacific Standard Time) → KST (+17:00)
- MST (Mountain Standard Time) → KST (-15:00)

D

Situational Talk

Check out the expressions to skill up your online meeting skills.

Invitation Email

New message

To

timcook@abc.com

Cc Boc

Subject

[Invitation] New Project Meeting

Hello Tim,

Hope you have been well.

I would like to invite you to attend a meeting on April 6th at 9:00 AM(Eastern) to talk about the new project 2022 over Zoom.

The full meeting agenda is attached.

However, I summarized some items below.

- New sales strategies

Please let me know by this Friday (March 24th) to confirm if you can make it.

If you are not available, please let me know what other time suits you.

Regards,

Susan Miller

A

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⋮

🖼️

🗑️

☰

Send

E

Dialogue Review

Answer the questions based on the dialogue.

- 1.When is the meeting held?
2.What is on the agenda of the meeting?
3.When does Tim have to confirm the availability by?
4.Which platform is the meeting going to be held through?

1. The meeting is going to be held online.
2. There can't be made changes on the schedule.
3. The meeting is mainly going to be about new sales strategies.

T / F

T / F

T / F



Skill Up Presentation!

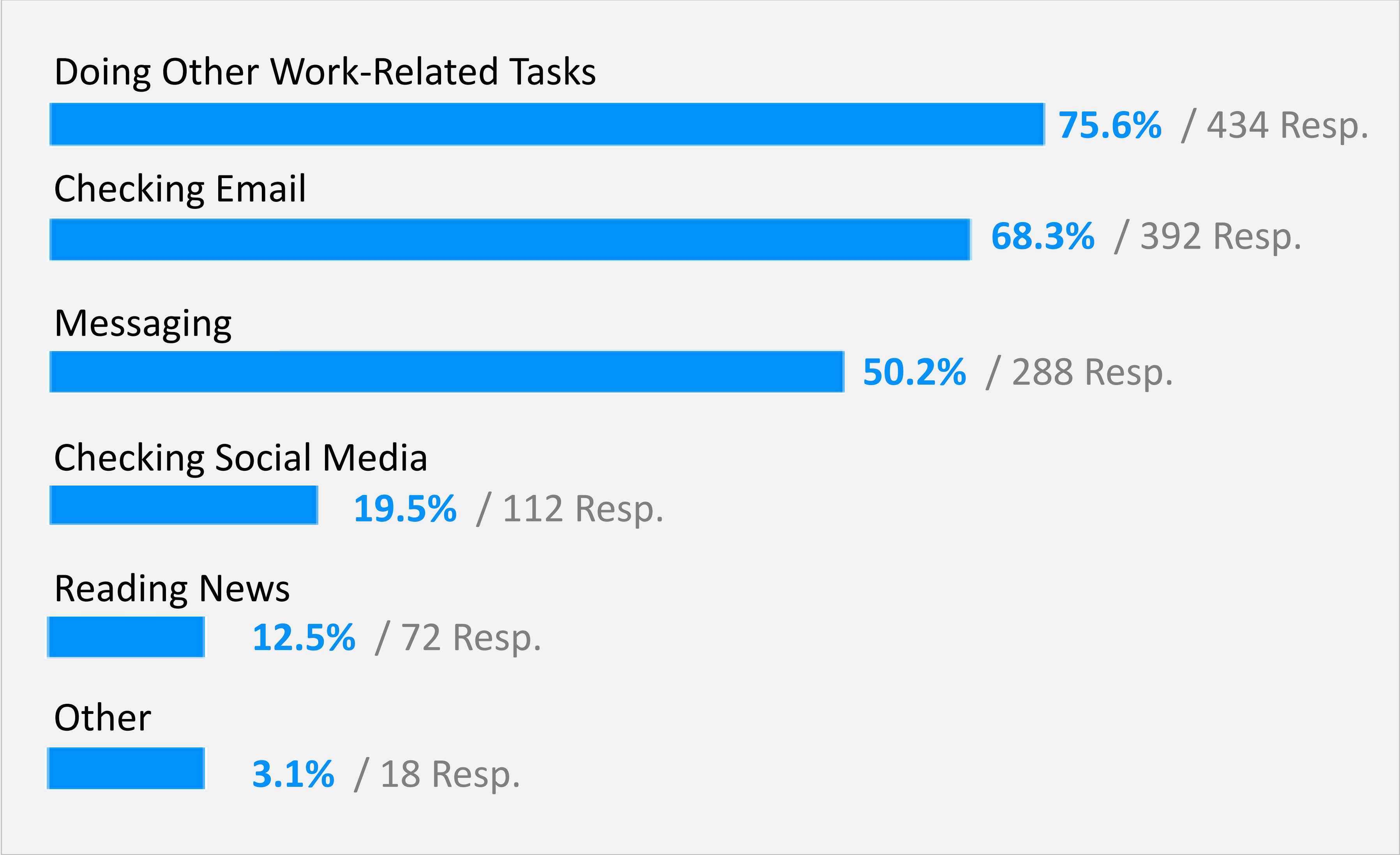
Please look at the meeting statistics and let's talk about what you think about them.

Time Spent In Meetings Statistics



How Often Do You Multitask During Online Meetings?

92% of employees find themselves multitasking during meetings.



① How much do you usually spend on preparing meetings and how many meetings do you usually have per week?

② Have you ever complained that spending too much time in meetings hinders you from being productive at work?

Calling

Tell three things that you learned from this lesson and review.

1.

2.

3.