

Meeting English — A1

Lesson 6: Online Meetings

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
call	<i>noun</i>	a conversation using a phone or computer	We have a video call at 3 pm.
video	<i>noun</i>	moving pictures that you watch on a screen	Turn on your video so we can see you.
link	<i>noun</i>	an address you click to join an online meeting	I will send you the meeting link.
mute	<i>verb</i>	to turn off your microphone so others cannot hear you	Please mute your microphone when you are not speaking.
unmute	<i>verb</i>	to turn on your microphone so others can hear you	Please unmute when it is your turn to speak.
share	<i>verb</i>	to let others see your screen or document	Can you share your screen with us?
connect	<i>verb</i>	to join a meeting or system successfully	I cannot connect – there is a problem with my internet.
disconnect	<i>verb</i>	to leave a meeting or lose connection	She was disconnected during the call.
signal	<i>noun</i>	the strength of your internet or phone connection	My signal is weak – can you hear me?
message	<i>noun</i>	a short piece of written communication sent online	Send me a message if you cannot join the call.

Exercise 1: True or False

Read each statement. Write True or False on the line.

1. A link is an address you click to join a meeting. _____
2. To mute means to turn your microphone on. _____
3. You share your screen so others can see it. _____
4. A strong signal means a good internet connection. _____
5. To disconnect means to join the meeting. _____
6. You unmute when it is your turn to speak. _____

7. A message is a spoken conversation in person. _____
8. A video call uses moving pictures on a screen. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. Please _____ your microphone when you are not speaking.
a) connect **b)** unmute **c)** share **d)** mute
2. I will send you the meeting _____ by email.
a) video **b)** signal **c)** link **d)** call
3. Can you _____ your screen so we can all see the report?
a) mute **b)** disconnect **c)** share **d)** message
4. She _____ from the call because of a bad connection.
a) muted **b)** connected **c)** shared **d)** disconnected
5. Please _____ yourself when it is your turn to talk.
a) disconnect **b)** unmute **c)** link **d)** signal
6. My _____ is very weak today – I keep cutting out.
a) video **b)** message **c)** signal **d)** mute
7. I cannot _____ to the meeting – my link is not working.
a) mute **b)** connect **c)** share **d)** call
8. Send me a _____ if you have any problems joining.
a) video **b)** signal **c)** link **d)** message

Exercise 3: Matching

Match each word or phrase (1–8) with its definition (a–h).

- | | |
|---------------|--|
| 1. mute | a. to turn on your microphone |
| 2. unmute | b. to leave or lose connection |
| 3. share | c. to join a meeting successfully |
| 4. connect | d. to let others see your screen |
| 5. disconnect | e. a short written communication sent online |
| 6. signal | f. the strength of your internet connection |
| 7. link | g. to turn off your microphone |
| 8. message | h. an address to click to join a meeting |

Exercise 4: Gap Fill

Word bank: unmute | signal | mute | connect | share | message | link | disconnected

1. Please _____ your microphone – we can hear background noise.
2. Click the _____ to join the online meeting.
3. Can you _____ your screen so we can see the slides?

4. She _____ from the call – her internet stopped.
5. Please _____ when it is your turn to speak.
6. My _____ is bad today – I keep freezing on screen.
7. I could not _____ to the meeting this morning.
8. Send me a _____ if you are going to be late.

Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. when / speaking. / not / microphone / mute / Please / your
2. the / link / you / send / will / I / now. / meeting
3. screen / the / group? / with / share / Can / your / you
4. during / call. / was / the / She / video / disconnected
5. when / unmute / is / it / your / Please / turn.
6. My / is / signal / today. / weak
7. cannot / the / connect / meeting. / I / to
8. me / a / Send / message / you / have / problem. / if / a

Exercise 6: Word Sort

Sort the words into the correct category.

Words: unmute | call | connect | mute | message | link | share | disconnect | video | signal

Noun				
_____	_____	_____	_____	_____

Verb				
_____	_____	_____	_____	_____

Exercise 7: Complete the Conversation

Fill in the missing word in each line.

- Kim:** Hello! Can everyone _____ to the call?
- Lee:** I am here. Should I turn on my _____?
- Kim:** Yes please. I will send the presentation _____ now.
- Lee:** Got it. Should I _____ when you are speaking?
- Kim:** Yes please. And _____ when you want to speak.
- Lee:** OK. Can you _____ your screen?
- Kim:** Of course. My _____ is strong today.
- Lee:** Great. I will _____ you if I get disconnected.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

1. True
2. False
3. True
4. True
5. False
6. True
7. False
8. True

Exercise 2: Multiple Choice — Answers

1. d) mute
2. c) link
3. c) share
4. d) disconnected
5. b) unmute
6. c) signal
7. b) connect
8. d) message

Exercise 3: Matching — Answers

1. mute → g) to turn off your microphone
2. unmute → a) to turn on your microphone
3. share → d) to let others see your screen
4. connect → c) to join a meeting successfully
5. disconnect → b) to leave or lose connection
6. signal → f) the strength of your internet connection
7. link → h) an address to click to join a meeting
8. message → e) a short written communication sent online

Exercise 4: Gap Fill — Answers

1. mute
2. link
3. share
4. disconnected
5. unmute
6. signal
7. connect
8. message

Exercise 5: Word Order — Answers

1. Please mute your microphone when not speaking.

2. I will send you the meeting link now.
3. Can you share your screen with the group?
4. She was disconnected during the video call.
5. Please unmute when it is your turn.
6. My signal is weak today.
7. I cannot connect to the meeting.
8. Send me a message if you have a problem.

Exercise 6: Word Sort — Answers

Noun: call, video, link, signal, message

Verb: mute, unmute, share, connect, disconnect

Exercise 7: Complete the Conversation — Answers

1. Kim: Hello! Can everyone connect to the call?
2. Lee: I am here. Should I turn on my video?
3. Kim: Yes please. I will send the presentation link now.
4. Lee: Got it. Should I mute when you are speaking?
5. Kim: Yes please. And unmute when you want to speak.
6. Lee: OK. Can you share your screen?
7. Kim: Of course. My signal is strong today.
8. Lee: Great. I will message you if I get disconnected.