



Meetings and Online Conference Calls

Warmup Questions

- 1** What challenges do you face when conducting online conference calls?
- 2** How do you ensure effective communication during virtual meetings?
- 3** Share a tip for using conference call features effectively.



Agenda

A list of items to be discussed or addressed during a meeting.

- 1 How important is it to have a structured agenda for a meeting?**
- 2 What types of items are typically included in a meeting agenda?**
- 3 How can a well-planned agenda contribute to meeting effectiveness?**

Sub vocab: items, topics, objectives, schedule



Participants

Individuals who attend or take part in a meeting or conference call.

- 1 How do you ensure active participation from all meeting participants?**
- 2 What roles do participants typically fulfill during a meeting?**
- 3 How can you encourage contributions from quieter participants?**

Sub vocab: attendees, contributors, stakeholders, host, annotate

Chairperson

The individual responsible for leading and facilitating a meeting.

- 1 What qualities make a good chairperson for a meeting?**
- 2 How does the chairperson maintain control and order during a meeting?**
- 3 What challenges might a chairperson face during a meeting?**

Sub vocab: facilitator, moderator, leader



Presentation

A formal talk or demonstration given to an audience during a meeting.

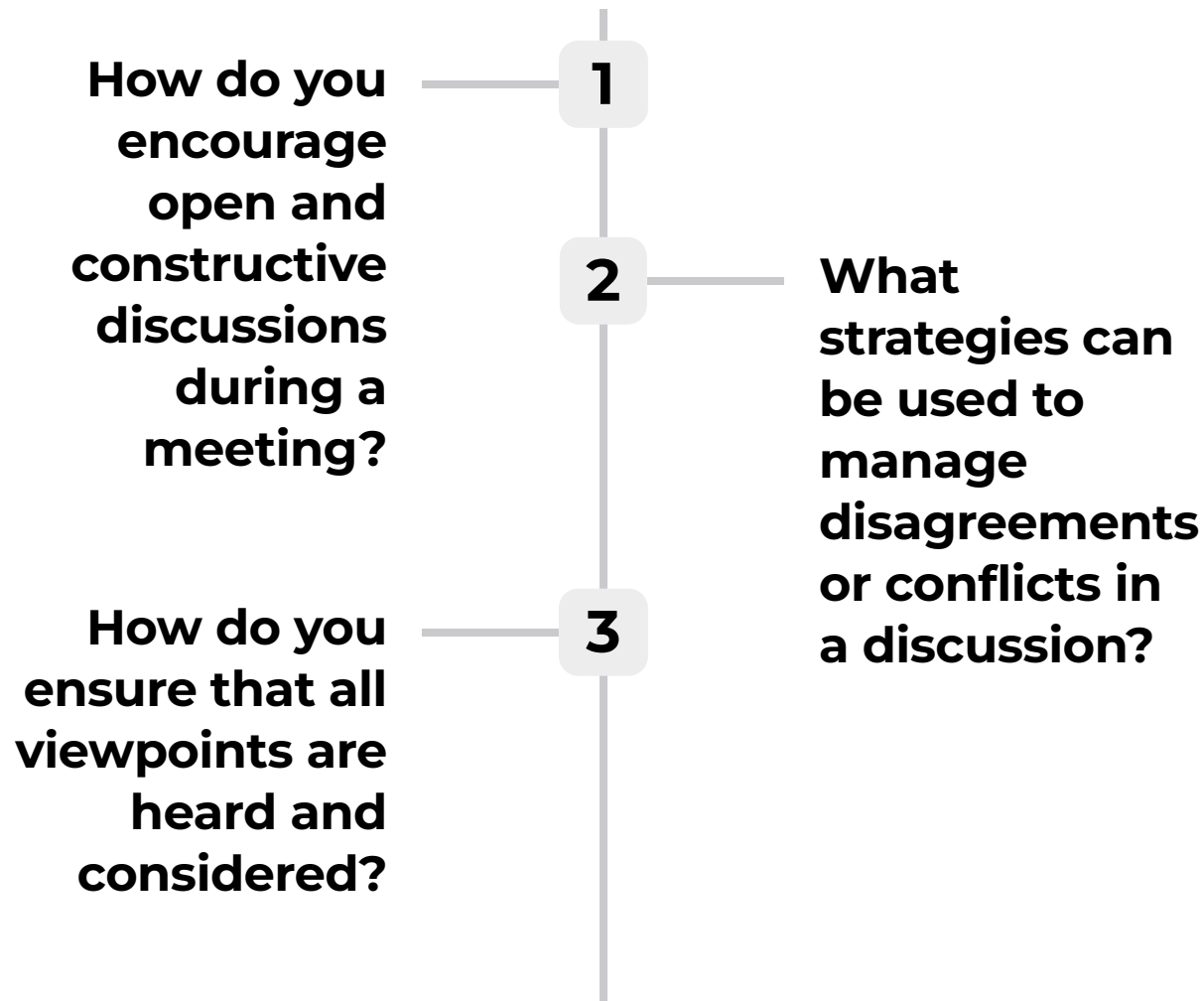
- 1 What makes a presentation effective in a meeting?**
- 2 How do you prepare for giving a presentation to colleagues?**
- 3 What visual aids or tools can enhance a presentation?**

Sub vocab: slides, visuals, handouts



Discussion

A conversation or exchange of ideas among meeting participants.



Sub vocab: dialogue, exchange, brainstorming





Decision

A conclusion or resolution reached during a meeting.

1 How are decisions typically made in a meeting?

2 What factors influence decision-making in a group setting?

3 How can you ensure that decisions are effectively communicated and implemented?

Sub vocab: conclusion, resolution, outcome



Action Items

Specific tasks or assignments assigned to individuals following a meeting.

- 1 Why is it important to document action items during a meeting?**
- 2 How do you prioritize and follow up on action items after a meeting?**
- 3 What challenges might arise in completing assigned action items?**

Sub vocab: tasks, assignments, follow-up



Online Platform

A digital tool or software used for conducting virtual meetings or conference calls.

1 What online platforms have you used for virtual meetings or calls?

2 How do you ensure a smooth and efficient experience when using online platforms?

3 What are the advantages and disadvantages of conducting meetings online?

Sub vocab: virtual, methods, platform, software , Google Meet, Skype, app, WebEx, third party



Connectivity

The quality or state of being connected to the internet or a network.

- 1** How important is reliable internet connectivity for online meetings?
- 2** What backup plans can you have in case of connectivity issues during a call?
- 3** How do you troubleshoot connectivity problems during a meeting?

Sub vocab: internet access, network reliability, signal strength

Webcam

A video camera used to transmit live images or video during online meetings.

- 1 How does using a webcam enhance communication during online meetings?**
- 2 What tips can you offer for effective webcam usage during calls?**
- 3 How do you maintain professionalism when appearing on camera?**

Sub vocab: video camera, visual presence, camera angle

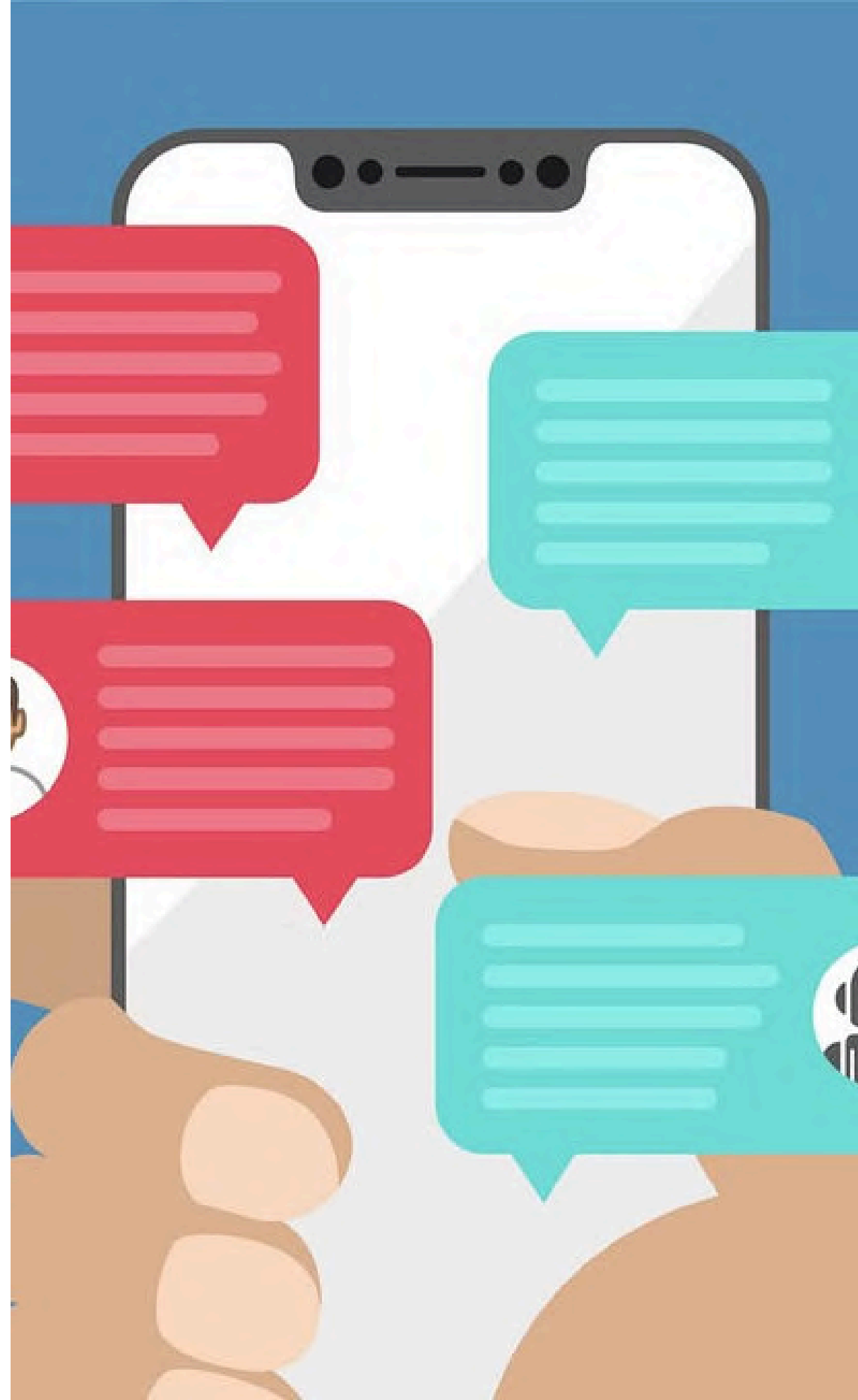


Chat Box

A feature in online meeting platforms that allows participants to send text messages.

- 1** — **How can the chat box be effectively used during a meeting?**
- 2** — **What are some etiquettes to follow when using the chat box?**
- 3** — **How does the chat box contribute to participant engagement during online meetings?**

Sub vocab: messaging feature, text chat, instant messaging





Mute Button

A control that allows participants to silence their microphone during a meeting.

- 1** — Why is it important to use the mute button during a conference call?
- 2** — How can the mute button prevent background noise disruptions?
- 3** — What are some scenarios where muting and unmuting is necessary during a call?

Sub vocab: silent mode, audio mute, microphone control



Conference Call

A telephone call in which multiple participants can interact simultaneously.

- 1 What are some advantages of using conference calls for meetings?**
- 2 How do you ensure clarity and engagement during a conference call?**
- 3 What etiquette should be observed during a conference call?**

Sub vocab: teleconference, virtual meeting, group call



Screen Sharing

The process of displaying one's computer screen to others during an online meeting.

- 1** What is screen sharing and how can it enhance collaboration?
- 2** What are some benefits of using screen sharing during online meetings?
- 3** What are some common applications of screen sharing in virtual meetings?

Sub vocab: presentation sharing, desktop sharing, remote collaboration



Virtual Background

An artificial backdrop displayed behind a participant during online meetings.

- 1** — How can virtual backgrounds enhance professionalism during video calls?
- 2** — What types of virtual backgrounds are suitable for different meetings?
- 3** — Are there any considerations to keep in mind when using virtual backgrounds?

Sub vocab: backdrop, background image, digital environment

Vocabulary, Questions, and Sub-vocabulary

Vocabulary

- Meetings and Online Conference Calls
- Warmup Questions
- Agenda
- Participants
- Chairperson
- Presentation
- Discussion
- Decision
- Action Items
- Online Platform
- Connectivity
- Webcam
- Chat Box
- Mute Button
- Conference Call
- Screen Sharing
- Virtual Background

Slide 1: Meetings and Online Conference Calls

Questions

1. What are the different types of meetings and conference calls?
2. How do online conference calls differ from in-person meetings?
3. What are some benefits and challenges of conducting meetings and conference calls online?

Slide 2: Warmup Questions

Questions

1. Why are warmup questions important in a meeting or discussion?
2. What are some examples of effective warmup questions?
3. How can warmup questions help create a positive and engaging atmosphere?

Slide 3: Agenda

Questions

1. What is the purpose of an agenda in a meeting?
2. How can a well-defined agenda contribute to a productive discussion?
3. What are some best practices for creating an effective meeting agenda?

Slide 4: Participants

Questions

1. Who are the key participants in a meeting or conference call?
2. What roles can participants play in a meeting?
3. How can active participation from all participants be encouraged?

Slide 5: Chairperson

Questions

1. What are the responsibilities of a chairperson in a meeting?
2. How can a chairperson effectively facilitate and lead a meeting?
3. What skills and qualities are important for a chairperson to have?

Slide 6: Presentation

Questions

1. What makes a presentation effective and engaging?
2. How can visual aids and slides enhance a presentation?
3. What are some tips for delivering a successful presentation?

Slide 7: Discussion

Questions

1. How can a productive and inclusive discussion be fostered in a meeting?
2. What are some techniques for encouraging participation and exchanging ideas?
3. How can potential conflicts or disagreements be addressed during a discussion?

Slide 8: Decision

Questions

1. What factors should be considered when making a decision in a meeting?
2. How can consensus or agreement be reached among participants?
3. What is the role of the chairperson in facilitating the decision-making process?

Slide 9: Action Items

1. What are action items in the context of a meeting or conference call?
2. How are action items identified and assigned?
3. What is the importance of tracking and following up on action items?

Slide 10: Online Platform

1. What are some popular online platforms for meetings and conference calls?
2. How do different online platforms differ in terms of features and capabilities?
3. What factors should be considered when choosing an online platform for a meeting?

Slide 11: Connectivity

1. Why is a stable internet connection important for online meetings and conference calls?
2. What are some common connectivity issues that can arise during online meetings?
3. How can participants ensure a reliable and strong internet connection?

Slide 12: Webcam

1. What is the role of a webcam in an online meeting or conference call?
2. How can participants ensure optimal webcam settings and positioning?
3. What are some etiquette guidelines for using a webcam during a meeting?

Slide 13: Chat Box

1. What is the purpose of a chat box in an online meeting or conference call?
2. How can participants effectively use the chat box to communicate and share information?
3. What are some considerations for using the chat box in a professional setting?

Slide 14: Mute Button

1. Why is muting and unmuting important in an online meeting or conference call?
2. How can participants ensure proper use of the mute button to minimize background noise?
3. What are some best practices for muting and unmuting during a meeting?

Slide 15: Conference Call

1. What is a conference call and how does it differ from other types of meetings?
2. What are some advantages and disadvantages of conducting a meeting via conference call?
3. How can participants ensure effective communication during a conference call?

Slide 16: Screen Sharing

1. What is screen sharing and why is it useful in an online meeting or conference call?
2. How can participants enable and optimize screen sharing during a meeting?
3. What are some considerations for sharing screens securely and responsibly?

Slide 17: Virtual Background

1. What is a virtual background and how can it enhance an online meeting?
2. How can participants customize and use virtual backgrounds effectively?
3. What are some tips for choosing appropriate virtual backgrounds in different contexts?