



Face to face meeting or teleconference phrases

Without looking at the phrases below for now, listen to your teacher and raise the “Face to face” card that you are given if what you hear isn’t used in teleconferences, the “Teleconference” card if it isn’t used in face-to-face meetings,

Do the same, but also raising both cards for phrases which are possible both face to face and in teleconferences.

Label each section below with T for teleconferencing, F for face to face or B for both.

- “This is Alex. Can I say something?”
- “Sorry, can you say your name before you speak?”
- “There’s a bit of a delay.”

- “Here is the report.”
- “If I bring up the next slide you will see...”
- “If you have a look at the section I am pointing at...”
- “See you later.”

- “Sorry, could I just confirm something?”
- “Sorry, could you repeat the part about...?”
- “How about a short break at this point, so that we can stretch our legs?”
- “There are two Akiras, so please call me Aki and him Akira.”
- “Who was it who said...?”

- “I’ll just go round the table so you know who’s here.”
- “This is my colleague...”
- “Shall we introduce ourselves first?”
- “I can’t find that anywhere. Maybe I’m on the wrong page.”

- “Does anyone need a copy of the agenda?”
- “Not there, further down the page.”
- “Can you pass these down the table?”
- “Can everyone see okay?”

- “Just a moment, I’m still opening the attachment.”
- “That was me - Alex.”
- “No, it wasn’t me. It was Steven. Our voices are quite similar, though.”
- “Should we hang up and try again?”

- “Perhaps someone else can have their say before we come back to you again.”
- “We seem to be running out of time.”
- “We don’t seem to be making much progress, so...”
- “You took the words right out of my mouth.”



- *"I can see your point, but..."*
- *"Thank you, that was very productive."*
- *"Good morning ladies and gentlemen"*
- *"Before we start, I'd like to introduce..."*

- *"You're coming through loud and clear. Can you hear us okay?"*
- *"Hello?"*
- *"I didn't recognise your voice."*
- *"I'll email it to you now."*

- *"Have you checked the speakers?"*
- *"Could you say yes when you hear your name?"*
- *"Perhaps we should start by saying who is here."*
- *"Speak to you later."*

- *"Richard has just come back in."*
- *"Hi, this is Miguel. I'm back."*
- *"Don't hang up, I'll be back in two ticks."*

- *"After you."*
- *"How's it going?"*
- *"I guess it's time we made a start."*
- *"Alex can't take part because..."*

- *"Just wait a few seconds before replying so that we don't talk over each other."*
- *"I'm not sure that's the problem. Can you try turning up the volume?"*
- *"I'm Alex and my colleagues Steve and Geoff are here too."*
- *"Not very well. Can you move the microphone and check the settings?"*

- *"Do you all have the agenda (with you)?"*
- *"This is Alex."*
- *"The first thing on the agenda is... Who would like to start the discussion on this?"*
- *"If you could stick to the timings on the agenda, that would be a great help?"*

- *"What do your side think?"*
- *"We seem to be having some technical problems"*
- *"We seem to be going off topic."*
- *"Can we leave that discussion until AOB?"*

- *"Is there anyone who doesn't know John?"*
- *"Unfortunately, Alex and Julie had to go to..."*
- *"Yes, Michael. Did you want to say something?"*
- *"Bruce, can you give your opinion on this?"*

- *"So basically, you think..., right?"*
- *"We'll have to talk about that another time (I'm afraid)"**"Let's have a vote on it."*
- *"That's the one. There are three numbered points. Look at the second one."*



- “If you open up Appendix Two...”
- “*Sorry to interrupt but could I just ask a quick question?*”
- “Any reactions?”
- “Thanks Egbert. Harry?”

- “*This way please.*”
- “Please come in and take a seat.”
- “*I’ve saved this seat for you.*”
- (cough cough)
- “*Alex can’t attend because...*”

- “Let’s go around the table and see what everyone thinks.”
- “*It’s a pleasure to welcome you to...*”
- “*If you don’t agree, put up your hands now.*”
- “That’s a good idea, but could we finish this point on the agenda first?”
- “I’d prefer to finish as quickly as possible instead, if you don’t mind.”
- “*As I was saying...*”

After checking your answers, test each other in pairs with the same holding up cards game.

The phrases in italics above could also be said in different ways. Try to think of a phrase for each with the same meaning/ function but different wording.

These phrases could have different meanings depending on whether they are used in a teleconference, video conference and/ or face to face meeting. What are the possible differences in meaning?

- “This is Alex.”
- “Do you all have the agenda (with you)?”
- “Does anyone need a copy of the agenda?”
- “What do your side think?”
- “We seem to be having some technical problems”
- “After you.”
- “Can everyone see okay?”
- “Who was it who said...?”



Cards for students to hold up

Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference
Face to face	Teleconference



Suggested alternative phrases

- "This way please." / "After you."
- "Could you sit over here?" / "I've saved this seat for you."
- "Alex can't attend because..." / "Alex sends his apologies."
- "Welcome to..." / "It's a pleasure to welcome you to..."
- "Shall we have a show of hands?" / "If you don't agree, put up your hands now."
- "I'm Alex and my colleagues Steve and Geoff are here too." / "At this end we have Henry, Harry and Harriet." / "There are five people here. I'll ask them to all introduce themselves."
- "This is Alex. Can I say something?" / "Sorry. Alex. I'd like to come in here if I may." / "Alex speaking. Can I mention something here?" / "Sorry, it's Alex. May I add something here?" / "Sorry to interrupt you. It's Alex." / "Alex. Can I just say something here?"
- "Who was it who said...?" / "Was that you, John?" / "Sorry. Who was that just speaking?"
- "I'll call out your names one by one" / "Could you say yes when you hear your name?"
- "Let's first check who is with us." / "Perhaps we should start by saying who is here."
- "Don't hang up, I'll be back in two ticks." / "I just need to get some papers. I'll be back in a couple of seconds."
- "How are you?" / "How's it going?"
- "Shall we get started?" / "I guess it's time we made a start."
- "Do you all have the agenda (with you)?" / "Did you all receive the agenda?"
- "Can we try and stick to the timings on the agenda?" / "If you could stick to the timings on the agenda, that would be a great help."
- "Perhaps someone else can have their say before we come back to you again." / "Thank you for your contribution."
- "That's just what I was going to say." / "You took the words right out of my mouth."
- "I find it difficult to agree with you there." / "I can see your point, but..."
- "I think we've covered everything." / "Thank you, that was a very productive."
- "Hi everyone" / "Good morning ladies and gentlemen"
- "I think you all know my colleague John." / "Is there anyone who doesn't know John?"
- "Alex and Julie can't make it because..." / "Unfortunately, Alex and Julie had to go to..."
- "So, what you are saying is..." / "So basically, you think..., right?"
- "I'm afraid that's not the topic of today's meeting." / "We'll have to talk about that another time (I'm afraid)."
- "Sorry, could I just jump in for a second?" / "Sorry to interrupt but could I just ask a quick question?"
- "Do you mean...?" / "Sorry, could I just confirm something?..."
- "Sorry, could you say that again, please?" / "Sorry, could you repeat the part about...?"
- "Let's take five, shall we?" / "Shall we take a comfort break?" / "Can I suggest that we take a five-minute break here?" / "How about a short break at this point, so that we can stretch our legs?"
- "Now, where were we?" / "Where was I? Oh yes,..." / "As I was saying..."
- "We'll just have to continue without the video" / "I'll try and continue without the video while my colleague tries to sort it out."