



## Face to face meetings or teleconferences game

*Without looking at the phrases below, listen to your teacher and raise the “Face to face” card that you are given if it isn’t used in teleconferences, the “Teleconference” card if it isn’t used in face to face meetings, and both cards if both are possible.*

*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.*

*How else could you say the things in italics above in the same situation?*

*Which of the sentences that are used with both are more important with teleconferences?*

*These ones could have different meanings depending on whether they are used in a teleconference, video conference or face to face meeting. What are the differences?*

"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

<b>Face to face</b>	<b>Tele- conference</b>
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