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Episode #170

Video Conferencing
Vocabulary in English

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Hi, everyone! I am Georgiana, your English teacher and founder of [SpeakEnglishPodcast.com](https://speakenglishpodcast.com). My mission is to help you speak English fluently with no grammar and no textbooks.

In this episode:

- I will talk about **videoconferencing** apps and the most common vocabulary and expressions used in English.
- Then, with a short point of view lesson, you will **practice grammar in context**. There's no need to memorize anything, don't worry.

Before we start, make sure you get the **transcript** of this episode at [SpeakEnglishPodcast.com/podcast](https://speakenglishpodcast.com/podcast)

As you know, the Internet allows us to communicate very easily.

With the current situation, working from home has become customary. **Teleworking** is when you work from an off-site location using the Internet.

And of course, to be able to communicate, we have to do it through dedicated apps like **Zoom, FaceTime, Google Meet, Skype**, etc.

Let's see some **vocabulary** related to this topic. I will use the expressions from the **Zoom** app, but they are more or less similar to any platform:

Well, to use the Zoom app, you need an account. Usually, you visit the website and create a new account. Then you **download the app** to your computer or smartphone. You **install it** and **run it**. All you have to do is follow the instructions. Usually, you **enter your username** and **password** and follow the instructions. Sometimes it is necessary to **select the audio and camera**, but only the first time.

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The environment where people meet is usually called a **videoconference room**, or simply a room. Sometimes it's also called a **meeting**.

Okay, now you have everything set up. You need to **join a meeting**, but before that, you need an **invitation**. The invitation is only a link, and when you click on it, you can **join the meeting**. Other times the host will give you a number and password instead of a link.

By the way, we call the people who attend Zoom meetings **attendees** or **participants**.

You also have the option to **host a meeting**. This implies that you **create the meeting** and that you **invite people to access the room**. As a host, you have special permissions to control the other attendees. We can say that the **host** controls everything. The host usually sends an invitation to the others by email.

Okay, so imagine you are in a meeting. You have to take into account two very important options. First, you have to learn how to **turn audio and video on or off**. It is very common to start talking and have the **audio turned off**. An even worse situation is to **leave the audio on** and make noises or say something inappropriate.

You also have the option of **typing text in the chat**. If you are shy, this is the best option.

Well, finally, when we want to leave, don't forget to **exit the meeting!**

So, we've learned quite a bit of specific vocabulary. You are now an expert in group **videoconferencing** :)

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Ok, let's continue with a point of view lesson.

Point of View Story

(learn grammar in context)

I'll tell you a short story more than one time. Every time, I'll change a grammar point. I can change the tense or the person. This way, you will learn grammar in context.

Let's start!

First in the past tense, first-person.

I was very nervous because I had to make an important **videoconference** with a very important client. The platform was new, and I didn't know how to use it. I only had an hour to set it up.

I had to **create an account** on the website and **install the program** quickly on my computer. **I set up the audio and video.** Everything seemed to work fine.

So, I **sent an email with the invitation** to the client and my boss. I would be the **host** and would have all the permissions. For example, I could **turn the audio and video on and off** for any **attendee**.

Since there were a few minutes left, I **entered the room** and started practicing the

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presentation. I was very nervous, I was shouting, making mistakes, and saying bad words.

But when I finished, I heard voices coming from the computer. It was the client and my boss.

It turns out they were already in the room, and they had seen the whole thing.

How embarrassing! However, the client said he really liked how I explained everything although in a very particular way. In the end, it was a success, but my boss told me to be careful next time.

Next, in the past tense, but in the second person.

You were very upset because you had an important **videoconference** with a very relevant client. The platform was new and unfamiliar to you. You only had an hour to **set it up**. You had to **create an account** on the website and **install the program** quickly on your computer. You **set up the audio and video**.

Everything seemed working correctly. So, you **sent an email with the invitation** to the client and your superior. You would be the **host**, and you would have all the permissions.

For example, you could **turn audio and video on and off** for any **attendee**.

As you had some spare minutes, you **entered the room** and started practicing the presentation.

You were very nervous, you were shouting, making mistakes and swearing. Thankfully, it was only a test before the actual presentation, but you heard voices coming from the

computer when you finished. It was the client and your superior.

It turns out that they were already in the room, and they had seen the whole thing. How embarrassing! Nevertheless, the client indicated that he really liked how you explained it and that you had a very peculiar style. In the end, it was a success!

Ok, it's the end of this short lesson. As you can see, just by changing the point of view of the story, you can **learn grammar in context**.

It is one of the techniques that I use in my [premium courses](#). I recommend you to take a look at:

SpeakEnglishPodcast.com/courses

Ok, we have reached the end of this episode. Remember to listen to it several times. It will help with your English.

See you soon! Bye! Bye!



Georgiana

Founder of SpeakEnglishPodcast.com

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