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Episode #249

Business Meeting in English over Zoom: Tips and Strategies

Do you get nervous when you need to **speak English over Zoom**? Don't worry because in this episode you'll discover **how to engage** in a **business meeting over Zoom**. In the second part of this episode, you'll learn grammar in context with a point-of-view story.

Hi! Thanks for joining me for another episode. I'm Georgiana and my mission is to help you **improve your English fluency**.

If you want to support me, it's very simple: **share** the podcast with your friends and family. That would mean a lot. Thanks!

Before we start, get the transcript on my website: SpeakEnglishPodcast.com

Okay! Let's start!

I'm not sure if you're good with <u>technology</u>, but as you know over the past few years, many companies have adopted **Zoom** for work purposes. Therefore, you're probably already familiar with this app.

And you may have noticed that whenever we connect to Zoom, technical problems tend to arise. Sometimes it's <u>you</u>, and other times a team member.

However, today, let's focus on some **useful phrases** that can make our **work-related Zoom conversations** more effective.

To help you feel more confident and prepared, I have put together an **example conversation on** <u>Zoom</u>.

Participants: John (the host), Mary, Sarah, and Mark.

> **John:** Good morning, everyone. **Can you hear and see me okay?**

Mary: Yes, John, **we can hear and see you clearly.**

John: Great! Then **let's get started.**
So, **the first point on our agenda** is the new marketing campaign. Sarah, would you like to start?

Sarah: Sure, John. **I want to add something** before we begin, though. We should also discuss our target audience and their preferences.

John: That's a good point, Sarah. Let's add that to our discussion.

Mary: Sorry, Sarah, **I didn't catch that. Could you repeat what you just said?**

Sarah: Of course, Mary. I mentioned that we should also discuss our target audience and their preferences.

Mary: Thanks, Sarah.

John: Alright, **let's move on to the next point**. Mark, please update us on the sales figures.

Mark: Sure, John. Our sales figures have been improving steadily, but we need to focus on our marketing strategies to reach our targets.

John: That's clear, Mark. Thanks for the update. Let's discuss the next point on our agenda. Mary, please summarize the progress on the new project.

Mary: Sure, John. **To sum up**, we have completed the initial design phase and are now moving onto the development stage.

John: Great work, Mary. Thank you. **Does anyone have any questions or comments before we wrap up?**

(Everyone remains silent.)

John: Okay, I'll see you next week then! Bye! Bye!

Mary: Thank you, John. See you next week!

Mark: See you soon!

Sarah: Bye! Bye!
(Zoom call ends)

Great! I hope you found this example helpful. If you are reading the transcript you will notice that, I have highlighted some **expressions** I believe can be useful. You can get the transcript for free on my website: SpeakEnglishPodcast.com

Also, if you want to communicate effectively in Zoom meetings, it is essential to **speak clearly and slowly**, **listen actively**, and **ask for clarification** if necessary.

Okay, now let's continue with a Point of View story.

POV-Story
(Learn grammar in context)

Now let's practice with a point-of-view lesson. I will tell you the same story twice. The second time, I will change the verb tense. So make sure to focus on the changes.
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Okay! Let's start!

> Hans had a dream of building an app to help people. So, he started his own software development company in Germany. He worked hard to build his company's reputation by attending conferences and networking events. Although he had some clients, he knew he needed something big to take his company to the next level.
>
> One day, a corporation from America contacted him, wanting to partner with his company. This was the opportunity Hans had been waiting for. He arranged a Zoom call with the sales team but needed help understanding their thick southern accents. The team also needed help understanding Hans when he explained the advantages of his app.
>
> To solve the problem, Hans used a language translation software he had been working on for months. He typed his messages in German, and the software translated everything into a thick American southern accent. The Americans loved the software and agreed to partner with Hans.
>
> This experience inspired Hans to improve his language-translation software so that it could help people who have trouble understanding different accents. He wanted to become a software developer for companies that needed this service.

Let's listen to the same story in the present tense in the first person.

Hi! I'm Hans and some years ago, I had a dream of building an app that could help people. That's why I started my own software development company in Germany. I worked hard to build my company's reputation by attending conferences and networking events. Although I had some clients, I knew I needed something big to take my company to the next level.

One day, a corporation from America contacted me, wanting to partner with my company. This was the opportunity I had been waiting for. I arranged a Zoom call with their sales team but had difficulty understanding their thick southern accents. The team also struggled to understand me when I explained the advantages of my app.

To solve the problem, I used a language translation software I had been working on for months. I typed my messages in German, and the software translated everything into a thick American southern accent. The Americans loved the software and agreed to partner with me.

This experience inspired me to improve my language-translation software so that it could help people who have trouble understanding different accents. I want to become a software developer for companies that need this service.

Okay! That's the end of this short exercise. Notice that the changes between grammar points are subtle but important.

With this method, you don't need to memorize any boring rules. It's better to see the changes in the proper context. And with a story, it is much easier to remember all this.

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Okay! We have reached the end of this episode.

See you soon! Bye! Bye!

founder of
SpeakEnglishPodcast.com