

Common Vocabulary for Video Calls (Business & Conversational English)

Scheduling a Video Call

- Shall we _____ on a call? → On se fait une visio ?
- Let's _____ a quick video call. → On cale une petite visio.
- Are you free for a Zoom/Teams/Meet _____ this afternoon? → Dispo pour une visio cet aprem ?
- Do you want to _____ on Google Meet? → Tu veux te connecter sur Meet ?
- Let's _____ a video session. → Organisons une séance en visio.
- Could we set up a quick _____ tomorrow to finalise the slides? → On se fait un point (en visio ou non...) demain pour finaliser les slides?

- Can we quickly _____ on the training dates to confirm everyone's availability? → Peut-on faire un rapide point sur les dates de la formation pour confirmer la disponibilité de tout le monde ?

- Let's _____ up our calendars to avoid clashes next month. → Peut-on caler les agendas pour éviter les chevauchements le mois prochain?

Talking During the Video Cal

- You're _____! → T'es figé !
- Your screen is _____ / _____. → Ça rame / Ça bug.
- I think you're on _____. → Je crois que ton micro est coupé.
- Can you _____ your camera? → Tu peux activer ta caméra ?

- Let's _____ on mute if we're not speaking. → Coupez vos micros si vous ne parlez pas.

Handling Technical Issues

- Sorry, I got _____ out of the meeting. → Désolé·e, j'ai été éjecté·e de la visio.
- There's a bit of a _____. → Il y a un petit décalage.
- Let me reconnect / re_____ the page. → Je me reconnecte / je recharge la page.
- The connection is _____. → La connexion est instable.
- Let's switch off the cameras to save _____. → Coupons les caméras pour économiser la bande passante.
- Sorry, "I'll have to _____ off the call early to prepare for the next meeting." → Désolé, je vais devoir quitter la visio un peu avant la fin.
- "Sorry, I _____ off (for a sec)." → Désolé, j'ai été déconnecté pendant quelques minutes.

Rescheduling the meeting:

- I'm afraid I need to reschedule. Would {alt day} at {alt time} _____?
- Can we _____ to {alt time}?
- Running _____—can we move to {time}?

Ending the call

- Let's _____ it up. → On clôture ?
- I'll _____ by email. → je vous recontacte/ je vous tiens au courant etc./ je reviens vers vous

FOLLOW-UP ACTIVITY:

1 You're in a video meeting, but your image freezes and the sound cuts every few seconds.

→ Which phrase fits?

2 You realize you'll need to leave the meeting in 2 minutes to join another call.

→ Which phrase fits?

3 The person you're talking to suddenly disappears from the call and comes back one minute later.

→ Which phrase fits?

4 You want to schedule a short 10-minute meeting just to align on the next steps.

→ Which phrase fits?

5 You notice that what your colleague says arrives 2 seconds late, and it's hard to follow.

→ Which phrase fits?

6 You suggest moving from chat to a quick Teams call to discuss something faster.

→ Which phrase fits?

7 You're back-to-back with meetings today and have no buffer time.

→ Which phrase fits?

8 You promise to send a summary and the main action points once the call ends.

→ Which phrase fits?

9 You ask if your colleague's internet connection is weak because the video quality is poor.

→ Which word fits?

10 You propose organizing a video call for next week with a new client.

→ Which phrase fits?

11 You suggest comparing calendars to find a time slot that works for both of you.

→ Which phrase fits?

12 Teams is glitching again, so you decide to reconnect using your smartphone.

→ Which phrase fits?

ANSWER KEY:

1 You're in a video meeting, but your image freezes and the sound cuts every few seconds.

👉 **It's glitching**

2 You realize you'll need to leave the meeting in 2 minutes to join another call.

👉 **I have to drop off**

3 The person you're talking to suddenly disappears from the call and comes back one minute later.

👉 **Sorry I got disconnected / dropped off**

4 You want to schedule a short 10-minute meeting just to align on the next steps.

👉 **Can we set up a quick sync?**

5 You notice that what your colleague says arrives 2 seconds late, and it's hard to follow.

👉 **There's a bit of a lag**

6 You suggest moving from chat to a quick Teams call to discuss something faster.

👉 **Shall we jump / hop on a video call?**

7 You're back-to-back with meetings today and have no buffer time.

👉 **I'm running tight**

8 You promise to send a summary and the main action points once the call ends.

👉 **I'll follow up by email**

9 You ask if your colleague's internet connection is weak because the video quality is poor.

👉 **bandwidth**

10 You propose organizing a video call for next week with a new client.

👉 **To set up a video call**

11 You suggest comparing agendas to find a time slot that works for both of you.

👉 **Can we sync up the calendars?**

12 Teams freezes again, so you decide to reconnect using your smartphone.

👉 I'll rejoin the meeting by phone