

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