

Based on Pilita Clark, "A Guide to Modern Manners in the Age of Zoom", *The Financial Times*, 26 April 2020 (<https://www.ft.com/content/5d9adb0a-8542-11ea-b555-37a289098206>)

The use of videoconferencing is exploding, especially with applications like Zoom.

But nobody has told us how to behave during videoconferencing. The following suggestions are based on recommendations by Pilita Clark, writing in *The Financial Times*.

Avoid being a Zoom bore*: do not try to dominate meetings or provide constant advice to others on how to use the application, etc.

Use the mute button: unneeded background noise disturbs meetings.

Don't interrupt all the time: video meetings are difficult to chair*. Technical problems are inevitable. Wait for your moment to speak and the invitation by the chair*.

Be tolerant of other people's connection problems: your Internet may work well, but other people may have difficulties with Wifi, their Internet connection in general, or may be restricted to using a smartphone. Be patient and polite.

Keep your background* neutral: don't show off*; don't be too extravagant.

Be reasonably well-dressed from head to toe*: although normally people cannot see what you are wearing below the waist*, it is safer to be correctly dressed just in case you move and participants can see your whole body.

Keep the camera on: unless you have connection problems, try to make sure other people can see you.

Invite carefully: when chairing a meeting, share speakers time usefully and fairly.

Keep meetings as short as possible.

Vocabulary: Bore = ici quelqu'un ennuyeux ; to chair a meeting = présider une réunion ; the chair (chairwoman/chairman/chairperson) = la personne qui préside la réunion; background = arrière-plan ; show off = se vanter ; from head to toe = des pieds à la tête 😊 ; waist = la taille.

Comprehension questions: given this advice, is it a good idea to do the following – yes or no?

- 1/ If you have a good idea as someone is speaking, put it forward immediately. Yes/No
- 2/ If you are chairing a meeting, try to stick to the agenda and timetable as much as possible. Yes/No
- 3/ Stay calm if other people are having connection problems. Yes/No
- 4/ Make sure your whole body is presentable. Yes/No
- 5/ Be concise when you speak. Yes/No

1/ No; 2/ Yes; 3/ Yes; 4/ Yes; 5/ Yes