

Videoconferencing – vocabulary and etiquette

Here's a practical list of 30 common videoconferencing expressions, grouped by when you'd use them (created by Claude, 13 July 2026):

Starting the call

1. "Can everyone hear me okay?"
2. "You're on mute."
3. "Can you hear me now?"
4. "Let's give it another minute for people to join."
5. "I think we're missing a couple of people."

Technical issues

6. "Your connection is a bit choppy/glitchy."
7. "You're breaking up."
8. "Can you turn your camera on/off?"
9. "I'll drop off and rejoin."
10. "Sorry, could you repeat that? You cut out for a second."

Managing the conversation

11. "Let's get started."
12. "I'll share my screen."
13. "Can everyone see my screen?"
14. "Let's go around the room."
15. "I'll hand it over to [name]."

16. "Sorry to interrupt, but..."

17. "Go ahead."

18. "I'll let you finish."

19. "Just to build on what [name] said..."

20. "Let's park that for now." "Let's come back to that later".

Wrapping up (Concluding/finishing) / next steps

21. "Let's take this offline."
22. "I'll send a follow-up email."
23. "Can someone take notes/minutes?"
24. "Let's circle back to that next time."
25. "Thanks everyone, that's all for today."

Polite/functional phrases

26. "Can you put that in the chat?"
27. "I'll drop the link in the chat."
28. "Does anyone have any questions?"
29. "Sorry, go ahead, you first."
30. "Let's schedule a follow-up."

Follow the prompts below with one of the above expressions

- 1/ The host cannot hear you because your microphone is not on?
- 2/ Not everyone expected at the meeting is present, so the host may say?
- 3/ You are having a problem with your internet connection. What do you suggest?
- 4/ You want to share your slideshow. What do you say you will do?
- 5/ Somebody wants to interrupt you while you are speaking, and you invite them to speak.
- 6/ You want to put an issue to side for the moment, but intend to return to it.
- 7/ You intend to return to an issue after the videoconference by email.
- 8/ You are hosting the meeting, but would like someone to record what happens. You ask, "..."
- 9/ Someone in the meeting refers to an internet site or a text online, and you ask them to make it available to everyone.
- 10/ Not everything it is necessary to deal with, in the meeting, has been addressed, so you suggest...

Here are some key points from Maira Sheeran's YouTube video on "40 English Phrases You Need for Online Meetings": <https://www.youtube.com/watch?v=PLhAzAymMsY>

Keywords and phrases; use small talk to break the ice (before the meeting is fully underway) – English people discuss the weather, or ask open-ended questions, about current events; the host or person chairing the meeting then starts with "let's kick off", "maybe we can start now"; dealing with interruptions can be difficult; to speak in an online meeting, you need something clearer or more forceful to indicate you want to talk; use a person's first name to give them the floor, or to give them the permission to speak; "Just let me finish my point"; as the host, if you need to do something during the meeting, tell people, call a pause ("Bear with me"); "I'm sorry, I'm having some technical difficulties"; "the screen is frozen"; often there are audio issues (audio problems); if someone is inaudible, say "Can you say that again, please?", "I didn't catch that"; background noise, to be "on mute", to be "breaking up" (when the sound connection is interrupted); lost connections, "we've lost John"; when you need to go, say "Sorry, I have to go", "Sorry, I have a hard stop" (when people have back-to-back meetings); before leaving the meeting, it is good etiquette to thank everyone, and to say good-bye.

Answers: 1/ You are on mute; 2/ Let's give it another minute for people to join; 3/ I'll drop off and rejoin; 4/ I'll share my screen; 5/ Go ahead; 6/ Let's park that for now; 7/ I'll send a follow-up email; 8/ Can someone take notes/minutes?; 9/ Can you put that in the chat?; 10/ Let's schedule a follow-up.