**WHAT ARE ZOOM MEETINGS**

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**Zoom** is a video conferencing tool that lets you host virtual one-on-one or team meetings easily. With powerful audio, video and collaboration features, this remote communication tool connects remote team members with each other. **Zoom's** key features include: HD video chat and conferencing.

**Actions in the main Zoom app**

* Click on the “share screen” button/ document/
* Share your screen
* (click on “reactions” and) click on the clapping symbol/ give a thumbs up (if…)
* Move your cursor to…
* You will see…
* Mute your voice/ press “mute”/ turn off your microphone
* Unmute your voice/ press “mute” again/ turn on your mic
* Open the whiteboard (from the share button/ by clicking on “share screen”) – close the. whiteboard
* Leave and) re-join the meeting (as soon as possible/ in two minutes/…)
* turn off your video – turn on your video

**Useful language for doing the activities.**



“What should I do?”/ “What do you want me to do?”

“Sorry, can you say that again (more slowly)?”

“Sorry, did you say… (or…)?”

“Sorry, I don’t know how to…”/ “Sorry, I don’t remember…”

“Sorry, I can’t see the… button/ function/…”

“Sorry, where can I/ where should I…?”

(“Can you see…?/ If you look…) ”“You need to…”

“Okay, I’ve tried to. Was that the right thing?/ Can you see that?/ Did that change?”

“Actually, I said…”/ “Actually, what I meant was…”/ “Actually, you need to…”

“Just a moment. Okay, I think I’ve done it”

* Undo/ go back
* Erase the last thing that you wrote/ drew
* Erase everything (that everyone…/ that you…)
* Save your whiteboard and) stop sharing/ end sharing (your document/…)/
* Close the shared screen/ close the shared document/ close the whiteboard (that you opened/ shared)

Thank you!!