

Lesson Plan:

Participating in a video meeting

LEVEL	TIME	TOPIC
Intermediate (B1/B2)	60 minutes	Participating in a video meeting

Objectives

By the end of the lesson, students will be able to manage audio problems, enter discussion, and confirm a remote action item. They will also use evidence from the supplied material and appropriate language to explain a choice or qualify a claim.

Materials

Whiteboard, pens, and paper. Copy or display the supplied model and practice details; hide partner-only details until checking. All sample data are fictional.

Warm-Up Activity (8 minutes)

Activity: Ask which unclear detail must be repaired before ending.

Presentation (15 minutes)

Model phrases to report audio trouble, ask for repetition, take a turn, and recap an action. Distinguish a technical interruption from disagreement.

Language support: audio cut out, repeat, take a turn, action item; I missed...; May I add...? To confirm...

Worked model / source: Transcript: Jo: Send the draft by [audio cuts]. Lee: Your audio cut out after draft. Could you repeat the deadline? Jo: Thursday noon. Sam: May I add one point? The cost section needs checking. Jo: Sam will check costs Wednesday; I'll send the draft Thursday noon.

Guided Practice (15 minutes)

Activity: Add clarification after the audio gap and record two action items. Distinguish interruption for hearing from objection to a proposal.

Suggested answers / teacher notes: Sam checks costs Wednesday; Jo sends draft Thursday noon. The clarification recovers a deadline, not a disagreement.

Procedure: Complete the first item together. Partners attempt the remaining items before seeing the notes. Ask them to explain a correction, then rehearse the corrected version.

Independent Practice (17 minutes)

Task: Mock meeting: choose Friday poster launch; assign editing to A by Wednesday and checking to B by Thursday. Simulate one audio gap; recover missing information and recap.

Success check: Check natural repair, turn-taking, owner/deadline accuracy. Use teacher voice rather than requiring video software.

Support and challenge: Offer the target phrase frames during planning. For a challenge, ask learners to justify a wording choice, consider a different audience, or identify a limitation without adding unsupported information.

Wrap-Up / Review (5 minutes)

Review: Ask for a phrase that recovers a missed deadline without blaming the speaker.

Ask learners to explain their response using the model or practice material. Revisit one shared difficulty before collecting the final work.

Homework (Optional)

Write a two-sentence recap of an assigned task after a fictional meeting.

Follow-up: Use the supplied model as a reference. Bring the response back for a brief partner check against the lesson objective; correct one detail or language choice before submitting it.