# Pre-sessional English

## Using Teams Vocabulary

**Complete the following exercises to help you remember some very useful vocabulary when you use Teams.**

### Task 1: Teams icons & key vocabulary

**Match the words and the pictures. The first has been done as an example.**

|  |  |  |  |
| --- | --- | --- | --- |
| A computer monitor with a blue screen  Description automatically generated with medium confidence |  |  |  |
| **1.monitor /screen** | **2** | **3** | **4** |
|  |  |  |  |
| **5** | **6** | **7** | **8** |
|  |  | Graphical user interface, text, application  Description automatically generated | Hands typing on a keyboard  Description automatically generated with medium confidence |
| **9** | **10** | **11** | **12** |
| Icon  Description automatically generated | Icon  Description automatically generated | Graphical user interface, text, application  Description automatically generated |  |
| **13** | **14** | **15** | **16** |
| A blue rectangle with white text  Description automatically generated with medium confidence | A yellow rectangle with a black border  Description automatically generated with medium confidence | Icon  Description automatically generated | Icon  Description automatically generated |
| **17** | **18** | **19** | **20** |

|  |  |  |  |
| --- | --- | --- | --- |
| * click * microphone / mic * turn on / turn off * mute * start a chat * type | * share your screen * connection (problem) / connectivity * calendar (meeting) | * participant * raise your hand / reaction * breakout room * download | * upload * folder * word document * camera * chat box * volume |

### Task 2: Technology collocations

**Match the verbs on the left to the words on the right.**

|  |  |
| --- | --- |
| 1. click / open 2. enter / forget / reset 3. log onto / browse / like 4. send / receive / write / read 5. download / upload / share 6. watch / stream / download | 1. a file 2. a link 3. a password 4. a video 5. a website 6. an email |

### Task 3: Teams meeting collocations

**Match the verbs (1-5) to the words (a-e).**

1. schedule / host / invite someone to / join
2. click on / follow
3. enter
4. put on
5. turn on
6. the link
7. the password / code
8. your camera
9. a meeting
10. your headphones

### Task 4: Teams actions

**You or the teacher may also need to do these actions when using Teams.**

**Match each action with the reason for doing it.**

1. share your screen
2. post a comment
3. put someone on mute
4. check your audio / video settings
5. disconnect and call back
6. stop someone from speaking for a little while
7. show other people what you can see on your screen
8. say something in writing
9. fix a more serious technical problem
10. ask someone to fix a problem with their headset or camera

### Task 5: Homework Instructions

**You might have homework to do after your lesson. Put these words into the sentences to make instructions for homework.**

|  |
| --- |
| grammar audio reading assignment vocabulary audio |

1. Open the writing \_\_\_\_\_\_\_\_\_\_\_. Hand it in when you have finished.
2. Do the \_\_\_\_\_\_\_\_\_\_ exercises – be careful with tenses!
3. Review the new \_\_\_\_\_\_\_\_\_\_\_ three times before our next lesson.
4. Click on the link to access the \_\_\_\_\_\_\_\_\_\_\_ files.
5. Follow the link to find the \_\_\_\_\_\_\_\_\_\_ text.