

## Classroom language for Zoom classes New version

### Teacher's notes

*Before doing this lesson, you need to:*

- make sure that you have enabled students to do all the things that you ask them to do (annotate on the Whiteboard, record, etc)
- prepare a blank Word document to share

*To practise breakout rooms, it is usually best to move everyone into just one breakout room first, sometimes leaving that room yourself so that they can practise calling you.*

### Instructions for teachers

#### Warmer 1 – Make me say yes

*Try to get as many “Yes, I do” answers as you can from your partner by asking questions which you think are true for them. The person with the most “Yes” answers is the winner.*

“Do you...?”

“Yes, I do” = 1 point

“No, I don't” = 0 points

#### Warmer 2 – Using English and Zoom make me say yes

*Do the same with the questions on the next page. Only the words in **bold** need to be used, but the others are probably useful too.*

*Ask about any questions on the next page which you don't understand, any questions which you are not sure how to answer, any words in italics that you don't understand, etc, answering the questions each time.*

### Useful questions for asking about the language

- What does... mean?
- How do you say this word?/ How do you pronounce...?
- Do... and... have the same meaning?
- Does... have the same meaning in English and in Japanese/ in English and in...?
- Is... pronounced the same as...?
- Is... the same as...?
- What's the difference (in pronunciation/ in meaning) between... and...?
- What's the first sound/ second sound/ ... sound of “thumb” (T, H, U, M, B)?
- How many syllables does ... have?
- Which syllable of ... is stressed? Is .... Oo or oO?/ Is .... Ooo, oOo or ooO?/ Is ... .. or...?

<p><b>Do you</b></p>	<p>sometimes often usually always ever</p>	<p>ask the online meeting <i>host</i> for help  chair meetings/ <i>host</i> online meetings  <b>clap</b> (in meetings)  <b>copy and paste</b>  do English self-study  <i>draw</i> (during meetings/ on PowerPoint)  get English emails  have (English/ Skype) lessons  have (online/ English) meetings  have <i>video</i> conferences  learn English grammar/ vocabulary  <i>listen</i> to English music  <i>mute</i> yourself (in online meetings)  open your mouth in surprise  put your <i>thumb(s)</i> up/ give a <i>thumbs</i> up  <i>raise</i> your hand (in meetings)  receive English documents  <i>record</i> (people/ meetings)  share documents (in Zoom)  speak English  take out the <i>trash</i>/ empty the <i>trash</i> can  take <i>screenshots</i>  take (English/ TOEIC) tests  turn off <i>audio</i> in online meetings  turn off <i>video</i> in online meetings  use a different name (in Zoom)  use an <i>eraser</i>/ <i>erase</i> everything  use big <i>font</i> sizes  use <i>bold</i>/ <i>underline</i> (in emails)  use bright colours  use <i>chat</i>  use Teams/ Zoom/ Webex (for meetings)  use (crying with joy/ open mouth) <i>emojis</i>  use <i>italics</i>  use Microsoft Teams for online meetings  use <i>party poppers</i>  use Skype  use <i>stamps</i>  use the whiteboard (in meetings)  use Zoom <i>breakout</i> rooms  watch English movies  work from home/ telecommute  write English documents  write English emails  write English reports</p>	<p>at the weekend  in the evening  in your free time  on your days off  at work  on special days  in the morning  on the train  at lunchtime</p>	<p>?</p>
----------------------	--	--	--	----------

## Classroom language for Zoom lessons activities

Perhaps using vocabulary from the last activity, give instructions to your teacher on how to use Zoom like “(Name) can you (try to) turn off your video?”:

Useful language for doing the activity	
The person giving instructions	The person following the instructions
<ul style="list-style-type: none"><li>● “(Name,) can you (try to)...?”/ “(Name,) do you know how to...?”/ “(Name) (please)...”</li><li>● “Great! Thank you. That’s perfect”</li><li>● “(That’s good but) another way to do that is by...”</li><li>● “Actually, I said...”/ “Actually, what I mean is...”/ “Actually, you need to...”</li></ul>	<ul style="list-style-type: none"><li>● “Sorry, can you say that again (more slowly)?”</li><li>● “Sorry, did you say... (or...)?”</li><li>● “Sorry, I don’t know how to...”/ “Sorry, I don’t remember...”</li><li>● “Sorry, I can’t see that button/ that part of the screen/ that...”</li><li>● “Sorry, where can I/ where should I...?”</li><li>● “Just a moment. Okay, (I think that) I’ve done it”</li><li>● “Okay, I’ve tried to. Is that right?/ Can you see that?/ Did that change?”</li><li>● “Sorry, it won’t let me do that/ I couldn’t do that/ that didn’t work. (Is there another way to do that?)”</li></ul>

*Do the same with instructions from the next page.*

*Ask about any instructions which you don’t understand, any actions which you can’t remember, any words which you don’t understand, etc. (The words in italics are the most important and difficult ones that you will probably have questions about).*

*Follow your teacher’s instructions.*

*Give instructions to classmates and follow the instructions that the other students give you.*

*Watch your classmate do something and say the matching instructions.*

*Do the same four steps with sharing screens instructions on the following page:*

- give your teacher instructions
- follow your teacher’s instructions
- give and get instructions in pairs and small groups
- say what your partner is doing

## **Name**

- change your name (to...) (by right clicking on your video and clicking on “rename”)

## **Voice/ Microphone/ Mic**

- *mute* your voice/ turn off your *microphone* (by clicking on the microphone *symbol*/ by pressing Alt A/ by right clicking on your video image and clicking on “Mute My Audio”/ by clicking on the *space bar* on your keyboard)
- *unmute*/ turn on the *mic* (by clicking on the mic symbol/ by pressing Alt A/ by right clicking on your *image* and choosing “Unmute My Audio”/ by holding down your keyboard space bar)

## **Your video image**

- turn on your *video* (by clicking on the video camera image/ by pressing Alt V/ by right clicking on your video image and clicking on “Start Video”)
- turn off your video (by clicking on the video camera image/ by pressing Alt V/ by right clicking on your video image and clicking on “Stop Video”)

## **Other people’s video images**

- only look at the person speaking (by clicking on Alt F1/ by switching to “Speaker View”)
- look at everyone’s images (by clicking on Alt F2/ by choosing “Gallery View”)

## **Reactions/ Emojis**

- show a *reaction* (by clicking on the smiley face symbol and clicking on clapping hands, thumbs up, crying with joy, open mouth surprise, heart or the party popper)
- *raise* your hand/ show a raised hand (by clicking on the *smiley* face reaction button and clicking on the “Raise Hand” symbol/ by pressing Alt Y)
- *lower* your hand/ take away your raised hand (by clicking on the smiley face reactions button and clicking on the “Lower Hand” symbol/ by pressing Alt Y)

## **Recording and screenshots**

- *record* the meeting (by pressing Alt R/ by clicking on the circular “Record” button)
- stop recording (by pressing Alt R/ by clicking on the square “Stop Recording” button)
- take a *screenshot* (of what is on the screen now) (by pressing Alt Shift T/ by using the Print Screen button on your computer/ by using your smartphone camera)

## **Breakout rooms**

- join the *breakout room* (by clicking on “Join”)
- call the teacher/ call the *host* (by clicking on “Ask for Help” and “Invite Host”)

## **Chat box**

- open chat (by clicking on the chat speech box/ by pressing Alt H)
- send a *chat message* to everyone (by clicking on the chat speech box, choosing “to everyone”, typing your message in the box, then pressing Enter)
- send a chat message to... (by clicking on the chat speech box, choosing “to...”, *typing* your message in the box, then pressing Enter)
- copy and *paste* (...) in the chat box (by copying the text, clicking on the chat speech box, right clicking in the chat box, then choosing “paste”/ by copying it, clicking on chat, then pressing Control V)
- copy text from the chat box (by highlighting the chat comment, right clicking on it, then choosing Copy/ by highlighting the chat comment then pressing Control C)
- *share* a document in the chat box (by clicking on the blank paper file symbol, choosing a document and double clicking on it)
- open the document that’s in the chat box (by clicking on it)

## Sharing your screen/ Sharing documents/ Sharing Whiteboard etc

### Starting to share your screen

- *share* a (blank) (Word) document (by opening that document and) (by clicking on the share screen symbol and *double clicking* on that document/ by clicking on the symbol with an arrow on it, clicking on that document, then clicking on “Share”/ by pressing Alt S and double clicking on the document that you want to share)

### Whiteboard

#### Sharing the Whiteboard

- open the Whiteboard/ share Whiteboard (by pressing Alt S and double clicking on “Whiteboard”/ by clicking on Share Screen, clicking on Whiteboard, then clicking on “Share”)

#### Starting to write and draw on the Whiteboard

- open the Whiteboard *Annotation* tools (by moving your *cursor* to the top of the screen, choosing “Options”, then choosing “Annotate”)
- click on “Select/ Cursor” (the star shape)/ “Text” (the T shape)/ “Draw” (the line)/ “Stamp” (the check mark)/ “Spotlight” (the torch)/ “Eraser”/ “Format” (the blue box)/ “Undo” (the circular arrow back)/ “Redo” (the circular arrow forward)/ “Clear” (the *trash can*)/ “Save” (the arrow in a box)

#### More specific actions

##### Writing on the Whiteboard

- write on the Whiteboard (by selecting “Text”, clicking on the Whiteboard, then typing)
- paste text on the Whiteboard (by selecting “Text”, clicking on the Whiteboard, clicking in the text box, then pressing Control V)
- choose a *font size* (of 12/ of 14/ of 18/ of 24/ of 36/ of 48/ of 72) (by clicking on “Format” and selecting the number at the bottom)
- choose *italic* script (by clicking on “Format” and selecting the letter “*I*”)
- choose heavy dark **bold** script (by clicking on “Format” and selecting the letter “**B**”)

##### Drawing on the Whiteboard

- choose a (different) colour (by clicking on “Format” and clicking on that colour)
- choose white/ red/ yellow/ (light/ dark) blue/ purple/ pink/ orange/ green/ black/ brown (by clicking on “Format” and clicking on that colour)
- draw a line (by clicking on “Draw”, choosing it, then clicking on the Whiteboard)
- draw a (solid/ empty/ shaded/ small/ large) square/ rectangle/ circle/ egg-shape/ oval/ diamond shape (with the drawing shapes function/ by hand)
- draw an *arrow* pointing at.../ put an arrow pointing at.../ point at... (with an arrow)
- put a(n) (*arrow/ heart/ tick/ check/ cross/ X/ star/ question mark*) stamp...
- underline...(by drawing a line...)
- connect... and.../ draw... from... to...
- choose a *thick(er)/ thin(ner)* line (by clicking on “Format” and choosing that kind of line)

##### Undoing/ Erasing

- *undo* (what you just did/ everything) (with the Eraser/ with the Undo button)

##### Ending sharing your screen

- close the annotation tools (by clicking on the white cross in a red circle on the right)
- (save your whiteboard and) stop sharing screen/ close the Whiteboard (by clicking on the red “Stop Share” button/ by pressing Alt S)

## **Zoom vocabulary checking/ clarifying practice and presentation**

*Test each other on vocabulary in the Zoom app with the questions below, starting with ones which you know the answer to. The person answering the question shouldn't look below. You can also make similar questions about other words if you like.*

- Are there any double letters in “party popper”?
- Can you write “paste”?
- Do C, O, L, O, R and C, O, L, O, U, R have the same meaning?
- Does “emoji” have the same meaning in Japanese and English/ in ... and English?
- How do you pronounce this word (V, I, D, E, O)?
- How do you say this word (A, U, D, I, O)?
- How do you spell “space bar”?
- How many syllables does “reaction” have?
- Is “blank” spelt with “L” or “R”?
- Is “highlight” one word or two?
- Is “keyboard” one word or two words?
- Is “mute” pronounced like “fruit”?/ Does “mute” rhyme with “flute”?
- Is “right” (R, I, G, H, T) pronounced the same as “write” (W, R, I, T, E)?
- Is “view” (V, I, E, W) pronounced the same as “boo” (B, O, O)?
- Is “screenshot” spelt with an “A”?
- Is the “B” in “thumb” pronounced?
- What are the two different meanings of “chat”?
- What does “mic” mean?/ What is “mic” short for?
- What does Ctrl (C, T, R, L) (on the computer keyboard) mean?/ What is C, T, R, L short for?
- What's the difference (in pronunciation) between “right” and “light”?
- What's the difference (in meaning) between “bold script” and “italic script”?
- What's the first sound of “thumb” (T, H, U, M, B)?
- What's the last sound of “raise” (R, A, I, S, E)?
- What's the opposite of “raise”?
- What's the second sound in “button”?/ What's the first vowel sound in “button”?
- What's the verb of “eraser”?
- Which letter in “listen” is silent?/ Which letter in “listen” is not pronounced?
- Which syllable of “message” is stressed? Is it MESSage or meSSAGE?

*Ask about any questions which you couldn't answer, weren't sure if you answered correctly, etc.*

Put one word in each gap below. Some words can be used more than once.

- \_\_\_\_\_ there any double letters in “party popper”?
- Can \_\_\_\_\_ write “paste”?
- Do C, O, L, O, R and C, O, L, O, U, R have \_\_\_\_\_ same meaning?
- Does “emoji” have the same meaning \_\_\_\_\_ Japanese and English?
- How \_\_\_\_\_ you pronounce this word (V, I, D, E, O)?
- \_\_\_\_\_ do you say this word (A, U, D, I, O)?
- How do \_\_\_\_\_ spell “space bar”?
- How many syllables does “reaction” \_\_\_\_\_?
- Is “blank” spelt \_\_\_\_\_ “L” or “R”?
- Is “highlight” one word \_\_\_\_\_ two?
- Is “keyboard” one word or two \_\_\_\_\_?
- \_\_\_\_\_ “mute” pronounced like “fruit”?/ Does “mute” rhyme with “flute”?
- Is “right” (R, I, G, H, T) pronounced the same \_\_\_\_\_ “write” (W, R, I, T, E)?
- Is “screenshot” spelt \_\_\_\_\_ an “A”?
- Is the “B” \_\_\_\_\_ “thumb” pronounced?
- What are the two different meanings \_\_\_\_\_ “chat”?
- What \_\_\_\_\_ “mic” mean?
- What is C, T, R, L short \_\_\_\_\_?
- What’s the difference (in pronunciation) between “right” \_\_\_\_\_ “light”?
- What’s the difference (\_\_\_\_\_ meaning) between “bold script” and “italic script”?
- What’s \_\_\_\_\_ first/ second/ last sound of “thumb” (T, H, U, M, B)?
- What’s the opposite \_\_\_\_\_ “raise”?
- Which letter in “listen” \_\_\_\_\_ silent?
- \_\_\_\_\_ syllable of “message” is stressed? Is it MESSAGE or meSSAGE?

Use these mixed words to help with the task above. Some words can be used more than once.

- and
- are
- as
- do
- does
- for
- have
- how
- in
- is
- is
- of
- or
- the
- which
- with
- words
- you

Check above.

Make similar questions about the words on the left, using the key words for making checking/ clarifying questions on the right.

arrow	● difference
circle/ circular	● double
diamond	● first/ second/ last
draw/ drawing	● mean/ meaning/ meanings
image	● one
line	● opposite
lower	● or
oval/ egg-shaped	● pronounce/ pronounced
square	● rhyme
straight	● same
thick	● say
thin/ thinner	● short
tick/ check	● silent
triangle	● sound
underline	● spell/ spelt
undo/ redo	● stressed
	● syllables
	● verb
	● write