

**Exercise 1: Which word is different?**

Circle the word that doesn't belong in each group. Think about why it's different.

1. resume | handshake | portfolio
2. Zoom | Skype | LinkedIn
3. mute | webcam | microphone
4. avatar | attire | background
5. eye contact | body language | screen sharing
6. follow-up | time zone | thank-you note
7. connection | enthusiasm | bandwidth
8. virtual | remote | in-person

**Exercise 2: Categorize the words**

Sort the following words or phrases into the appropriate categories: "Positive," "Negative," or "Both" (can be positive or negative depending on context). Some words may belong in multiple categories.

prepared answers | tardiness | active listening | technical glitches  
clear communication | interruptions | thoughtful questions | background noise  
professional attire | poor lighting | engaging body language | awkward silences  
concise responses | connection lag | enthusiasm

