

NAME: ..... DATE: .....  
 CLASS: ..... MARK: ..... / 25

## Vocabulary

(Marks: \_\_\_\_\_  
5×1 5)

### A. Complete the sentences with the following words.

- codec travelling business partners multipoint webcam*
- 1 Videoconferencing saves time and money on .....
  - 2 Videoconferencing allows companies to do ..... meetings.
  - 3 Business people travel a lot to meet with their .....
  - 4 A ..... is the basic device for videoconferencing.
  - 5 ..... is the equipment that codes and reads signals.

## Grammar

(Marks: \_\_\_\_\_  
5×1 5)

### B. Circle the correct answer.

- 1 I want to hear what *are your opinions / your opinions are*.
- 2 Videoconferencing is an *interactive / interaction* communication technology.
- 3 Videoconferencing doesn't allow document *share / sharing*.
- 4 Make sure you have *high / highly* bandwidth internet access.
- 5 Videoconferencing allows business executives to keep *in / on* touch around the world.

## Content

### C. Decide which are the advantages (A) or disadvantages (D) of videoconferencing.

(Marks: \_\_\_\_\_  
10×1 10)

- 1 You don't need to travel to meetings. ....
- 2 It's not so personal. ....
- 3 There is a lack of personal interaction. ....
- 4 Meetings can be organised at short notice. ....
- 5 You have to give extra training to use the equipment. ....
- 6 May not be as productive as discussion around a table. ....
- 7 Meeting do not require large room facilities. ....
- 8 There may be technical difficulties associated with smooth transmission. ....
- 9 Meetings can take place without leaving the office. ....
- 10 You can conference anywhere in the world. ....

### D. Match the sentences to the second part.

(Marks: \_\_\_\_\_  
5×1 5)

- 1 Videoconferencing is a communication technology... ..
  - 2 Each user who is participating in a videoconference... ..
  - 3 The experience of videoconferencing will become increasingly natural... ..
  - 4 How much does it cost for a small home business... ..
  - 5 Some people use videoconferencing... ..
- A in the entertainment business for casting cells.  
 B must have a computer, a camera and a sound system.  
 C to use videoconferencing?  
 D to a wider range of users.  
 E that permits users at different locations to interact.