ESP Information Technology Worksheet Book 1 Unit 14

A. Complete the sentences with the following words. codec travelling business partners multipoint webcam 1 Videoconferencing saves time and money on			DATE:		
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Business people travel a lot to meet with their 4		1	·		
4 A			Videoconferencing allows companies to do meetings.		
Scrammar 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. 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. 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.					
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