**WORKSHEET**

1. A manager of a company based in North America is planning a meeting with colleagues in Australia. He could hold a video-conference or a face-to-face meeting. A face-to-face meeting is when the colleagues attending the meeting are all together physically in one room.
2. Give three advantages of holding a video-conference rather than a face-to-face meeting 1……………………………………………………………………………………………………..

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2……………………………………………………………………………………………………...............................................................................................................................................

3……………………………………………………………………………………………………..……………………………………………………………………………………………………[3]

1. Give three disadvantages of holding a video-conference rather than a face-to-face meeting.

1……………………………………………………………………………………………………..

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2……………………………………………………………………………………………………...............................................................................................................................................

3……………………………………………………………………………………………………..……………………………………………………………………………………………………[3]

1. Name three pieces of hardware that would be needed in order to hold a video conference. [3]

1……………………………………………………………………………………………………..

2……………………………………………………………………………………………………..3……………………………………………………………………………………………………..