**WORKSHEET – MS**

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| 1 a  B  c | Three from:  Documents do not need to be taken to a central meeting; they would not be  lost in transit  No need to transport heavy documents  The conference can be held at short notice  Reduces the cost of travelling to the meeting  Reduces the cost of venue hire  Reduces the cost of hotel accommodation  Reduces the time lost in working due to travelling  Safer than travelling  Reduces the cost of paying workers whilst they are travelling  Three from:  There could be time lag in the responses  Time lag in pictures producing jerky images  Lip Sync can be an issue/matching sound and image  Explanation of time zone differences  Training of staff to use the new equipment can be costly/time consuming  Requires good network connection/good strength of signal  Power outages have a greater effect with two venues  Additional hardware needed is expensive//cost of set up  Difficult to sign documents/contracts  Physical objects cannot be examined/handled  Three from:  Webcams/cameras  Large monitors/projector  Microphones  Speakers/headphone | 3  3  3 |