

	Name:	Datum:	Fach:
			Klasse:

IT Matters: Unit 2 Foundation Internal communication

Situation: Your firm is carrying out measures to improve internal communication among teams.

→ You do a survey to find out which means of communication your colleagues use and what improvements they would like.

1. Methods of communication – Which do you use most at work? Make a list.



- 1) 2 telefone
- 2) 3 emails, letters
- 3) 1 face-to-face
- 4) 5 file sharing via cloud
- 5) 4 networks, internet, intranet
- 6) 6 presentations with ppt slides
- ...

2. Work with a partner.

Talk together about the advantages/disadvantages of the means of communication on your list.



Type of communication	Advantages	Disadvantages
Face to face	Fast, Directly, Secure	limited range
Telephone / Call	Fast, Flexible	Unsecure, Connection problems
E-Mail	Rereadable, Shareable	Unsecure, Slow

3. Carrying out a survey – use a digital tool to design a survey to find out your colleagues' ideas about internal communication.



Unit 2: Verbs, prepositions & more (Foundation)

A Verbs and prepositions that go with information. Complete the phrases with the words from the list.

access • collect • provide • receive • share • for • from • on • with (2x)

- | | | | | | |
|---|---------|-------------|------|--------------|---|
| 1 | access | information | on | the internet | <i>zugreifen auf</i> |
| 2 | share | information | with | a colleague | <i>mit einem Kollegen teilen</i> |
| 3 | collect | information | for | a report | <i>für einen Bericht sammeln</i> |
| 4 | recieve | information | from | the boss | <i>Informationen erhalten</i> |
| 5 | provide | a customer | with | information | <i>Informationen verschaffen, bereitstellen</i> |

B Find the words that match the definitions and complete the grid horizontally.
Find the solution (vertical, grey).

1 another word for 'world wide web'

1

2 to make better

2

3 the way that information is kept on a computer

3

4 opposite of 'like'

4

5 English for *Verschwendung*

5

				I	N	T	E	R	N	E	T
I	M	P	R	O	V	E					
		S	T	O	R	A	G	E			
	D	I	S	L	I	K	E				
		W	A	S	T	E					

C Complete the dialogue between two trainees with words from the list. Mind the verb forms.

start • take • get • carry • bring • up (2x) • out • at

A: Who's brought up _____ the idea about internal communication?

B: The supervisor did. He wants us to carry out _____ a survey.

A: He mentioned something like that. Well, now I see what he was getting at _____.

B: He needs it for a meeting. A survey would take up _____ too much of his time.

A: Well, and where are we going to start _____?

https://quizlet.com/_93dubp?x=1jqt&i=1enzap

Full speed ahead!