**Instructions:**

Match the correct communication method for each situation:

| Scenario | Method Options |
|---|---|
| Informing a team member of a deadline | A. Face-to-face meeting |
| Sending a project update | B. Email |
| Resolving a conflict | C. Private meeting |
| Greeting a client for the first time | D. Professional handshake + intro |

**Task:** Fill in the correct communication method and justify your answer in 1–2 lines.