Choosing ways to communicate

[Optional]

A poor choice of communication: 1 minute.

<https://www.youtube.com/watch?v=8y4xifEt7X8>

Task 01

Working alone, **list** all the different types of communication that you can.

|  |  |  |
| --- | --- | --- |
| talking on the phone | Over long distance | No face expression |
| Writing a letter | More personal | Takes long time to arrive |
| Speaking face to face | Body signs and emotions | Have to get together first |
| Videocall | Long distance | Depents on Quality of connection |
| Social media message | fast | No emotions without emojis |
| non-verbal |  |  |
|  |  |  |
|  |  |  |

Task 02

Working alone, **think of one** advantage and one disadvantages for every type of communication on your list.

# Getting ready to discuss

|  |  |
| --- | --- |
| Useful language | |
| * I think that... doing sth ... is best way to... do sth * (doing) sth is... too fast / slow / difficult / hard (to do) * If we are... doing sth, then I want / don’t want... to do sth * sth is the most / least useful ( when / if we want to do sth) * sth is (much / somewhat / a little) better than sth else * The biggest advantage / disadvantage of doing sth is | * write an email * talk on the phone * call sb on the phone * discuss sth on the phone * text sb sth * fax sb sth * respond to an email * call sb back | return his/her call * use the company intranet * have a meeting (face to face) * write a note | leave sb a note |

Task 03

Working alone, **use** the formulations above to **write** at least six sentences, three affirmative and three negative and always include the occasion for the type of communication.

Example: **I think that using email is the best way to plan a meeting.**

|  |  |
| --- | --- |
|  | In a situation where I want to give a chosen group of people some information, I think the best way to do this is via text messaging.  It is a fast and easy solution to inform many persons on the same time. It doesn’t matter where they are. Nearly everyone is in touch with his or her smartphone most of the time on a day.  But there are also some problems with text messaging. The people who received the message have to notice it first. Furthermore the person who send the message maybe get answers form everyone at the same time, so its hard work to separate the answers. The person who  Six different situations, not one!!! |
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Task 04

**Discuss** your list with a partner. Try to **convince** your partner that your choice is correct! Be ready to **present** your results to the class.