**Friday, March 18, 2022**

**Unit 6: Continued**

**Lesson 17: 6D**

**Video Conferencing**

**LISTENING**

Act.6:

|  |  |  |
| --- | --- | --- |
|  | Likely | Unlikely |
| Speaker 1 | X |  |
| Speaker 2 |  | X |
| Speaker 3 |  | X |
| Speaker 4 | X |  |
| Speaker 5 |  | X |

**Training users**

**SPEAKING**

Act.1:

1) When a company buys new technology, how important is it to train users?

- It’s very important. Without training, they will waste a lot of time trying to work out how to use it, or just not use it

2) What do you think are the advantages of e-learning over face-to-face learning?

- No need to travel => Save money and time travelling

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**VOCABULARY**

Act.2:

|  |  |
| --- | --- |
| 1. c  2. d  3. b  4. g | 5. a  6. f  7. h  8. e |

**LISTENING**

Act.3:

Need training: b, c, f, g, h, i, j

Act.4:

1) It would be great to know how to use instant mesaging

2) Could you tell me how to use document collaboration features?

3) Could we learn about document archiving?

4) It would be good for learn about finding infomation

**6E. Business maters**

Act.2:

1) The company have locations in more than one country

2) The commuication isn’t efficient

3) Customers don’t like the current online shopping system because it’s hard to use

4) The first step is find technology to help with the problems. The second step is find out the prices and features of appropriate systems