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Videoconferencing



From: Chuck Roberts
To: Brad Smith
Subject: Purchase Request

Mr. Smith,

At present, we travel a lot to meet with our business partners. I propose that we use **videoconferencing** instead. It saves time and reduces costs. We only need a **webcam** to do basic videoconferencing. However, a **dedicated system** is even better. It allows us to do **multipoint videoconferences**. And it supports **document sharing**. It also has an **echo-cancellation** feature.

The system comes with a camera and TV **monitor**. It also comes with a **codec**, but we need to order a **video bridge** separately. We also need to make sure we have high **bandwidth** Internet access. Still, it offers big savings. Let me know your thoughts.

Chuck Roberts

Get ready!

① Before you read the passage, talk about these questions.

- 1 What is videoconferencing?
- 2 What can video conferencing be used for?

Reading

② Read the email from an IT professional at Acme Enterprise. Then, mark the following statements as true (T) or false (F).

- 1 ☐ Videoconferencing reduces traveling time and cost.
- 2 ☐ The dedicated system comes with a video bridge.
- 3 ☐ Videoconferencing works best with low bandwidth Internet access.

Vocabulary

③ Fill in the blanks with the correct words and phrases from the word bank.

WORD BANK

dedicated system document sharing echo-cancellation
monitor videoconference video bridge

- 1 My computer isn't working. No images are showing on the _____.
- 2 Let's purchase a _____. It comes with everything we need for videoconferencing.
- 3 Only I can edit the report. The videoconference system does not allow _____.
- 4 You can't hold a multipoint videoconference without a _____.
- 5 The _____ feature eliminates unwanted sound during a videoconference.
- 6 I want a face-to-face meeting. Let's hold a _____.

4 Write a word that is similar in meaning to the underlined part.

- 1 A high amount of information that a network sends and receives helps images load quickly on the Internet.
b _ n _ _ i _ _ h
- 2 To set up a videoconference system, first connect the equipment that codes and reads signals. c _ d _ _
- 3 John attached a camera that broadcasts sound and video on the Internet. w _ _ c _ m
- 4 Our offices can hold a videoconference among people in different locations.
m _ _ t _ _ o _ n _ v _ _ e _ _ _ n _ _ r _ _ _ _

5 Listen and read the email from an IT professional at Acme Enterprise again. Why does Chuck Roberts suggest having a dedicated system?

Listening

6 Listen to a conversation between the IT professional and a sales representative at Clearwater Technologies. Choose the correct answers.

- 1 What are the speakers mostly talking about?
A what the benefits of videoconferencing are
B what the IT professional wants to purchase
C how to set up videoconference equipment
D what the use of a video bridge is
- 2 What is the advantage of having two monitors?
A It lets you hold multipoint videoconferences.
B It enhances the sound and picture quality.
C It comes with a video bridge.
D It lets you do document sharing.

7 Listen again and complete the conversation.

SR: ClearWater Technologies. How can I help you?

P: I want to purchase a 1 _____ system for 2 _____.
What are my options?

SR: Well, we have systems with one or two TV 3 _____.

P: What's the difference?

SR: The system with two TV monitors lets you hold 4 _____.

P: I need 5 _____ TV monitors then. Does it come with a video bridge?

SR: No, you order that separately.

P: Okay, then I need to order one 6 _____ as well, please.

