

- 1 Choose the correct word in each line of this article about video-conferencing. Write the word you have chosen in the space at the end of the line.

What is video-conferencing?

Video-conferencing is a method *of / to* working which lets two or more people *in / on* different places see and hear each other at the same time. As well as allowing people *to / of* talk and listen to each other, it is also possible to share documents on *the / their* computers, such as Internet pages and software. Video-conferencing technology *has / have* been used in business situations *for / since* several years, but it is also used *by / in* different ways in schools, colleges and universities.

Video-conferencing can be *used / using* as a teaching method by teachers or can be used *for / to* let guest speakers or experts in other cities or countries talk *at / to* pupils and students. Because the technology allows two-way communication, pupils *and / of* students can ask and answer questions, and can discuss things *to / with* each other. Video-conferencing also allows groups of schools *at / in* different parts of a country or in different countries to work *in / on* projects together. This is *more / much* cheaper and easier than organising real visits.

A video-conferencing system needs *any / some* basic equipment: a screen *and / or* monitor, a camera, a microphone and a speaker. Communication can *take / taking* place using an Internet connection.

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