Scenario 1: International School Management Meeting

A school principal in Brunei needs to meet teachers in **Malaysia, the UK and Australia** to discuss examination schedules. The teachers need to **see each other and view shared documents**. Internet quality differs between countries.

Questions:

1. What is the **most suitable type of meeting**?
   ☐ Audio conferencing ☐ Web (video) conferencing ☐ Physical meeting

2. State **two problems** that may occur during this meeting.
   a) _____
   b) _____

3. Suggest **one solution for each problem** identified above.
   a) _____
   b) _____

Scenario 2: Emergency Company Announcement

A company manager needs to urgently inform 20 employees about a sudden change in work schedule. The message is short, and no documents or visuals are needed. Some employees are using mobile data.

Questions:

1. What is the **most suitable type of meeting**?
   ☐ Audio conferencing ☐ Web (video) conferencing ☐ Physical meeting

2. Give **one reason** why this meeting type is suitable.

   _____

3. Identify **one possible difficulty** during the meeting.

   _____

4. Suggest **one solution** to this difficulty.

   _____

   _____

Scenario 3: Student Group Project Discussion

Five students are working on an ICT project and need to discuss their work while **showing documents and designs**. One student has a slow internet connection.

Questions:

1. What is the **best meeting method**?
   ☐ Audio conferencing ☐ Web (video) conferencing ☐ Physical meeting

2. Identify **one technical problem** that may occur.

_____

3. Suggest **one way to reduce the impact** of this problem.

_____

_____

Scenario 4: Doctor–Patient Follow-up

A doctor needs to conduct a routine follow-up consultation. No physical examination is required. The patient is not confident using video calls and prefers a simple method.

Questions:

1. What is the **most appropriate meeting type**?
   ☐ Audio conferencing ☐ Web (video) conferencing ☐ Physical meeting

2. Give **one advantage** of using this meeting type.

_____

3. State **one limitation** of this meeting type.

_____

_____

Scenario 5: Product Design Team Brainstorming

A product design team works in the same city and needs to brainstorm ideas using **physical samples, sketches, and whiteboards**.

Questions:

1. What is the **most suitable meeting type**?
   ☐ Audio conferencing ☐ Web (video) conferencing ☐ Physical meeting

2. Give **two reasons** why this meeting type is suitable.
   a) _____
   b) _____

IGCSE-Style Structured Question (6 marks)

A company needs to hold a meeting with staff located in different countries. The meeting requires **visual communication and document sharing**.

a) Identify the most suitable type of meeting. (1 mark)

_____

b) State **two problems** that may occur during the meeting. (2 marks)

i) _____

ii) _____

c) Suggest **one solution for each problem** stated in part (b). (3 marks)

i) _____

ii) _____