



Videoconferencing with Shannon

ASSIGNEMENT SHEET: TECHNICIANS

TASK: You will have a key role on the day of the videoconference. You need to make sure everything goes well and that everything runs smoothly.

Your missions:

- ✓ Plan the session's schedule (minute by minute)
- ✓ Make sure there are no technical problems (computer/webcam/headphones/camera...)
- ✓ Keep an eye on the time
- ✓ Call the presenters/interviewers when it's their time to speak

REQUIRED SKILLS	
- Be organized	- Be patient
- Keep track of time	- Good resistance to stress
- Have some knowledge in computing	
USEFUL EXPRESSIONS	
- You're on the air	- There's a problem with the sound
- 5 minutes before you're on	- You're on in ...minutes
- It's your turn to speak	

IMPORTANT:



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ASSIGNEMENT SHEET: PRESENTERS

TASK: You will have a key role on the day of the videoconference. You need to launch and close the videoconference.

Your missions:

- ✓ Welcome Shannon and the audience and start the conference
- ✓ Ensure the transitions between the various interviewers
- ✓ Fill the blanks if there are any
- ✓ Close the videoconference

REQUIRED SKILLS
<ul style="list-style-type: none">- Be organized- Good communication- A good Eye contact
USEFUL EXPRESSIONS
<ul style="list-style-type: none">- Good Morning Ladies and Gentlemen- First, let's listen to...- I am now turning to...- Well, it's all for now...

IMPORTANT:



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ASSIGNMENT SHEET: INTERVIEWERS

TASK: You will have a key role on the day of the videoconference. You will be speaking to and with Shannon about South Africa.

Your missions:

- ✓ Have a conversation with Shannon
- ✓ Ask her questions about South Africa
- ✓ React to her answers

REQUIRED SKILLS	
- Be organized	- Be patient
- Keep track of time	- Good resistance to stress
- Good communication skills	
USEFUL EXPRESSIONS	
- Thanks for accepting to chat with us	
- A few questions on:	
- Can you repeat more slowly please	

IMPORTANT:



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ASSIGNEMENT SHEET: PHOTOGRAPHERS and STEADYCAM

TASK: You will have a key role on the day of the videoconference. You will have to capture all the key moments of the conference.

Your missions:

- ✓ To take pictures of the important moments of the conference
- ✓ To film the conference
- ✓ To edit the video after the conference

REQUIRED SKILLS	
- Be organized	- Be patient
- Good knowledge in photography and cameras	- Good resistance to stress
- Editing	
USEFUL EXPRESSIONS	
- You're live from	
- Can you smile	
- Look at us please...	

IMPORTANT:



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ASSIGNMENT SHEET: MODERATORS

TASK: You will have a key role on the day of the videoconference. You'll take notes on everything that happened during the conference.

Your missions:

- ✓ Take notes on what's happening during the conference
- ✓ Collect people's impressions on the conference (audience/interviewers/presenters/technicians)
- ✓ Prepare the minutes of the conference
- ✓ Help to write a small article about the conference.

REQUIRED SKILLS	
- Be organized	- Be patient
- Be able to take notes	
- Good resistance to stress	
USEFUL EXPRESSIONS	
- Can I ask you a few questions	- What are your general impressions on the conference
- What did you feel when...	- What was your favorite moment?

IMPORTANT:
