



Moduł 9: Solutions supporting online communication

PRETEST

There are many solutions that support online communication.

Listed below are various behaviors or actions. Please assess whether you would handle each of them.

If there are activities that you have never done, give an answer – imagine yourself in a situation that requires such an action and assess how well you would cope with it.

Try to answer objectively and honestly.

Next to it are the answers "YES" or "NO" With each sentence you should surround the answer with a circle. One answer shall be given for each statement.

No	Statement	Yes	No
1	I know the difference between a platform and an app	Yes	No
2	At work, often use video conferencing platforms	Yes	No
3	In my team, we often conduct webinars, trainings and online meetings	Yes	No
4	I know the features offered by video conferencing platforms	Yes	No
5	I can name at least 2 differences between synchronous and asynchronous communication	Yes	No
6	I know what WhatsApp is and I know how to use it	Yes	No
7	I know the main tools and methods of asynchronous communication	Yes	No
8	I know what the biggest challenges are when it comes to online communication	Yes	No
9	I know what are the most important factors to consider when choosing tools and platforms for real-time online communication	Yes	No

If at least 7 questions are answered "YES", it means that you know the online communication systems very well. You can work on them and implement solutions to your team, which means that working in a distributed team is easier. Thanks to the knowledge of solutions supporting online communication, you can skillfully and effectively manage time and tasks, and you have the ability to solve technical problems.