

HANDOUT 8-1: CHALLENGES OF THE AUDIOCONFERENCE MEETING

During your group's skit on the challenges/problems of the audioconference meeting, please demonstrate the following behaviors and/or problems:

- Doesn't identify who the meeting participants are or where they're located
- Doesn't state his or her name before speaking or to whom he or she is addressing the question or comment (to an individual or to the group)
- Doesn't speak in a loud enough voice to be heard
- Doesn't speak clearly or enunciate
- Speaks too fast, breathes into phone causing interference
- Speaks in a flat monotone with no voice inflections
- Doesn't send participants related materials before the meeting
- Allows interruptions during call such as taking another phone call or talking to people in the office
- Doesn't wait for one person to finish before speaking—this results in muddled comments or being cut off from speakerphones.

Please add any other behaviors and/or problems you've encountered in an audioconference meeting.