

3.3_D

Method	Medium	Why?
telephone	speaking (not face to face)	quick response, internal (to other employees in the building), external (e.g., to suppliers)

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Answers

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telephone	speaking (not face to face)	quick response, internal (to other employees in the building), external (e.g., to suppliers)
email	writing	quicker than a letter but not as quick as a phone call, useful for messages which are not urgent, usually informal and sometimes confidential, useful for communicating between countries as well as within an organization – not good for difficult discussions
memo	writing	internally in an organization between departments or levels of management, usually giving information or instructions
team meeting/briefing	speaking (face to face)	necessary when clear and full communication is needed, such as for complex instructions or discussions
annual report	writing	give shareholders and other external stakeholders annual information about the company plans, achievements and financial performance