

**UC: Participate in Workplace Communication**  
**LO1: Obtain & Convey Workplace Communication**  
**SELF-CHECK 1**

Answer keys:

I.

1. Mechanical media
2. Physical Media
3. Push Channels
4. Pull Channels
5. Push Channels
6. Pull Channels
7. Push Channels

II.

1. Intranet
2. Billboards
3. New letters and letters (if not sent out)
4. Magazines (if not sent out)
5. Social media

1. E-mail
2. News letters and letters (if sent out)
3. Magazines (if sent out)
4. Meetings
5. Telephone
6. Sms

1. Large meetings, town hall meetings
2. Department meetings (weekly meetings)
3. Up close and personal (exclusive meetings)
4. Video conferences
5. Viral communication or word of mouth

1. E-mail
2. Weekly letters or newsletters
3. Personal letters
4. Billboards
5. Intranet
6. Magazines or papers
7. SMS
8. Social media