

# Introduction to Multimedia

## Unit 4: The Multimedia Project Team

### Portfolio Project Preview

Complete the Portfolio Project Preview activity before you begin each unit. Always ask a teacher or parent for permission to download, install, or save any program on your school or home computer!

**IMPORTANT NOTE:** Most of the Web sites referenced here are not under the control of Glencoe/McGraw-Hill. Therefore, Glencoe makes no representation concerning the content of these sites, their ongoing availability, or links that their hosts and/or sponsors may choose to add or delete. We encourage teachers and parents to preview the sites before students access them.

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### Purpose:

The resources available on the Introduction to Multimedia site will help enhance your research and study skills. In the Unit 4 Portfolio Project, you will develop a digital portfolio that showcases your skills and talents. Use this preview activity to learn about skills that can make you an effective team member in your multimedia career.

### Directions:

Read the questions below.

Click on the **Destination Site** link to open a new browser window.

Apply what you learn to answer the questions.

Check your work carefully, and click **Submit Answers**.

**Destination Site:** [Top 7 Teamwork Skills](#)

Note: If this link is inactive or if you want to find other Web sites with similar information, get permission from a teacher or parent to use a search engine.

Here are some keywords you might use:

teamwork, teamwork skills

**1.** Scroll down the **Top 7 Teamwork Skills** page. Which teamwork skills does the page identify as the seven most important ones?

**2.** On the **Top 7 Teamwork Skills** page, read the description of listening. Based on this description, write a brief guideline for using the skill of listening in a team situation.

**3.** On the **Top 7 Teamwork Skills** page, read the description of sharing. Give an example of a situation in which you shared a solution that solved another person's problem. This is an example of teamwork.

**4.** On the **Top 7 Teamwork Skills** page, read the descriptions of any skills you have not read already. Which of the seven skills do you think is the most important one for effective teamwork, and why?