Communication modes

Communication takes many forms. The oldest type of communication is speaking – but the communication that lasts the longest is the written word.

Every document that we create on a word processor is a form of communication. It is communication with a much longer life than anything we ever say – and so it is important that we take the time to make it as good and structured and clear as it can possibly be.

In the same way that the way we use our voice and our body language has an effect on the meaning of what we say, so the formatting, layout, style and structure of what we write in our word processing document also affects the meaning of what we are communicating. We must always pay attention to these as well!

Let’s look at some other modes of communication.

SMS

An SMS is a quick and brief form of communication. It can be an easy way to communicate without having to speak to someone – and in this sense it can save time. SMS message services can keep you up-to-date on the news, the weather, the latest sports scores, etc. It can be a convenient and cost effective way for a business/school to communicate with clients/parents – especially if they use the discounted ‘bulk’ SMS tools that are available.

Cellphones

You don’t have to spend forever trying to find a public phone. Wherever you are, whatever you are doing you are ‘in touch’. If your car breaks down, if you need directions, want a price of something, want to book tickets to a show – or if you just want to say ‘hi’ to family or friend then just call.

Fax

Faxes are a quick and easy way of sending documents from one geographic location to another. They speed up the business process and make it possible to send hand-written documents, drawings and copies of loose pages like receipts or bank deposit slips from one place to another almost instantly. Fax facilities are more commonly accessible for most people than e-mail is.

E-mail

E-mail provides nearly instant communication on a global scale. It is fast, cheap and allows nearly any type of information (as long as it is in digital format) to be communicated in editable format wherever a computer can connect to the Internet. It is a very powerful and effective communication tool.