

BUSINESS COMMUNICATION ①
IInd Sem (BBA) MODERN COMMUNICATION METHODS V Unit
(GIANESAR COLLEGE OF ARTS & SCIENCE)

E-mail :-

Today, e-mail plays an important role in each and every business Organisation. It is one of most important modern forms of communication. It is one of the first internet applications. It involves sending messages via telecommunication lines. It conveys messages from one destination to another within a second. One attractive feature is that you can send documents, pictures, movies, worksheets or other important information along with the message itself.

Fax :-

A Fax is the telephonic transmission of scanned-in printed material usually to a telephone number associated with a printer or other output device. The original document is scanned with a fax machine, which breaks the contents as a single graphic images, converting it into a bitmap. In this digital form, the information is transmitted as electrical signals, through the telephone system.

Voice Mail :-

Voice mail is one of the modern means of communication. strictly speaking, it is a form of e-mail only. Here, a message, instead of being communicated in a written form, is sent in the voice of the caller. It is very easy to use. It is also a convenient way of leaving short messages for some who is not immediately available.

SMS :-

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SMS stands for Short Message Service and is the most widely used type of text messaging. With a SMS, you can send a messages of up to 160 characters to another device. Longer messages are split up into multiple messages. It is a text messaging service component of most telephone, internet, and mobile device systems. It uses standardized communication protocols to enable mobile devices to exchange short text messages.

INTERNET :-

The internet connects millions of computers world wide, allowing them to exchange all types of information and to conduct many type of business transactions. It may be defined as a global connection of people computers linked together by telephone lines, radio links or satellite links. Its popularity is increasing on day by day.

Million of people use the internet everyday. But only a small percentage of them really understand how it works.

TELE - CONFERRING :-

A tele - conferencing is the live exchange and mass articulation of information among several persons and machines remote from one another but linked by a telecommunications system. Terms such as audio conferencing, telephone conferencing and phone conferencing

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are also sometimes used to refer to teleconferencing.

There are atleast six types of teleconferencing :-
audio, audiographic, computer, video, business television (BTU) and
distance education.

VIDEO CONFERENCING :-

Video-conferencing is otherwise called as tele-conferencing. It is an interactive communication between participants at different locations. People in different localities or different countries can meet and work together, without moving their places, through this type of communication. It saves much time, money, energy, etc. It is also helpful to look after the work assigned to any one at any places by sitting on their own place. It is more helpful to the government officials, Hospitals and Police Departments. In addition, universities are also utilizing this type of communication for the conduct of viva-voce examination.

ELECTRONIC BULLETIN BOARDS :-

It is also known as message board or as computer forums are online communication systems where one can share, request, or discuss information on just about any subject. E-mail is a way to converse privately with one or more people over the internet; electronic bulletin boards are public. Any visitor to a message board can read and respond to any message found there, although registration of some kind is usually required before "posting" Privileges are granted.