SARDAR PATEL COLLEGE OF ADMINSTRATION & MANAGEMENT

Unit:- 2

US02SEBCA09

Information Technology Fundamental-II

Unit	Description
1.	**Communication Technologies** • Different communication mechanisms • E-mail: Writing e-mails to single and multiple users, attaching a file, Marking CC and BCC, Creating exclusive communication groups • LCD Projectors: Using LCD projectors for making an audiovisual presentation • Tele/video Conferencing • Blogging and chatting • Fax and Mobiles

Different communication mechanisms

Communication mechanisms:- The communication mechanism is the unity of communication forms, methods and processes, namely, communication subjects, communication channels, communication information and receivers(communication objects).

VERBAL COMMUNICATION

Verbal communication occurs when we engage in speaking with others. It can be face-to-face, over the telephone, via Skype or Zoom, etc. Some verbal engagements are informal, such as chatting with a friend over coffee or in the office kitchen, while others are more formal, such as a scheduled meeting. Regardless of the type, it is not just about the words, it is also about the ability and complexity of those words, how we string those words together to create an overarching message, as well as the into nation (pitch, tone, cadence, etc.) used while speaking. And when occurring face-to-face, while the words are important, they cannot be separated from non-verbal communication.

NON-VERBAL COMMUNICATION

What we do while we speak often says more than the actual words. Non-verbal communication includes facial expressions, posture, eye contact, hand movements, and touch. For example, if you're engaged in a conversation with your boss about your cost-saving idea, it is important to pay attention to both the their words and their non-verbal communication. Your boss might be in agreement with your idea verbally, but their nonverbal cues: facial expressions, body movement, eye contact, touch, space, voice etc. .

WRITTEN COMMUNICATION

Whether it is an email, a memo, a report, a Face book post, a Tweet, a contract, etc. all forms of written communication have the same goal to disseminate information in a clear and concise manner – though that objective is often not achieved. In fact, poor writing skills often lead to confusion and embarrassment, and even potential legal jeopardy. One important thing to remember about written communication, especially in the digital age, is the message lives on. Thus, there are two things to remember: first, write well – poorly constructed sentences and careless errors make you look bad; and second, ensure the content of the message is something you want to promote or be associated with for the long haul.

LISTENING

The act of listening does not often make its way onto the list of types of communication. Active listening, however, is perhaps one of the most important types of communication because if we cannot listen to the person

sitting across from us, we cannot effectively engage with them. Think about a negotiation – part of the process is to assess what the opposition wants and needs. Without listening, it is impossible to assess that, which makes it difficult to achieve a win/win outcome.

VISUAL COMMUNICATION

We are a visual society. Think about it, televisions are running 24/7, Face book is visual with memes, videos, images, etc., Instagram is an image-only platform, and advertisers use imagery to sell products and ideas. Think about from a personal perspective – the images we post on social media are meant to convey meaning – to communicate a message. In some cases that message might be, look at me, I'm in Italy or I just won an award. Others are carefully curated to tug on our heartstrings – injured animals, crying children, etc.

E-mail

Electronic mail, commonly shortened to "email," is a communication method that uses electronic devices to deliver messages across computer networks. "Email" refers to both the delivery system and individual messages that are sent and received.

Writing e-mails to single and multiple users

Write steps for sending email to single mail id and multiple mail id with attachments?

1. Open Gmail. Go to https://www.gmail.com/ in your computer's web browser. This will open your Gmail inbox if you're logged in.

2. Click + Compose. It's in the upper-left side of your Gmail inbox. Doing so opens a "New Message" window in the lower-right corner of the page.

3. Enter the other person's email address. Click the "To" or "Recipients" text box at the top of the New Message window, then type in the email address of the person to whom you want to send your email.

4. Add a subject. Click the "Subject" text field, then type in whatever you want the subject of the email to be.

5. Enter your email message. In the large text box below the "Subject" text box, type in whatever you want for your email message.

6. <u>Format</u> your email's text if needed. If you want to apply formatting to your text (e.g., bolding, italics, or bullet points), highlight the text to which you want to apply the formatting, then click one of the formatting options at the bottom of the email window.[1]

7. <u>Attach</u> a file if you like. To add a file from your computer, click the "Attachments" icon at the bottom of the window, then select the file(s) you want to upload and click Open

8. Click Send. It's a blue button in the bottom-left corner of the email window. Doing so will send your email to the specified email address(es).

Attaching file

How to write & send an email with an attachment

1. On your PC, go to Gmail.
2. Click Compose, a pencil-like icon in the top left corner.
3. After composing your draft, click Attach.
4. Choose the files you want to upload.
5. Click Open.
6. Then preview your emails and send it.

Marking CC and BCC

What does CC mean in email?

Cc stands for carbon copy Which means that whose address appears aftere the cc: header would copy of the message. Also, the cc header would also appear inside the header of the received massage.By putting the email address(es) in the Cc field you send a copy of the email to those recipient(s) for their information only, indicating that no reply is required or expected. Those email addresses are also visible to the main recipient (whose address is in the "To" field) and they can decide whether to reply to the sender only (by choosing "Reply") or to also include the cc'ed addresses (by clicking "Reply all").

What does BCC mean in email?

Bcc stand for blind carbon copy which is similar to that of cc except that the email address of the recipients specified in this field do not appear in the received message header and the recipients message header and recipients in the To or Cc fields will not know that a copy sent to these address. The recipients you add in the Bcc field are invisible to all other recipients (under **To** or **Cc**). This option is useful if you prefer to keep the email addresses private. It also means that the bcc'ed recipients will not receive any reply emails from the other recipients, even if they select "Reply all". In other words, the difference between cc and bcc is that both are used for sending emails to additional recipients, but only you as the sender can see all the names listed under Bcc.

When should I use BCC in email?

Bcc means no one else can see that you are sending a copy to that recipient, which also means their email address stays private. So, the Bcc function can be very useful if you are sending out an announcement to all the members of your club and need to protect the data privacy of the recipients by not displaying their email addresses to others. Or if you are inviting both friends and co-workers to a party and you don't want to share people's work email addresses with everyone. Another advantage here is that bcc recipients don't receive copies of replies to your original email – so even if one of your bcc'd party guests accidently hits "Reply all" to tell you "Love to come!", their message won't clutter up the inboxes of all 100 people on your invite list!

Explain Communication groups in email.

Group communication:

Group communication is the act of sending and receiving messages to multiple members of a group.

How to Create a Group Email in Gmail

1) Open Gmail.
2) Click "Compose" in the top left-hand corner of your Gmail window to create a new email.
3) In the "To," "CC," or "BCC" section at the top of the "New Message" window, start typing your group name.
4) Select your group name from the pop-up list that will appear below.
5) Write a message to your group.
6) Proofread and click "Send" when your group email is complete.

To create a group email account, follow the steps below:

1. Visit Google Groups and click "Create Group."
2. Enter a name for the group and type in the email address you want to use, which will end in "@googlegroups.com."
3. Enter a description of the group for members to view
4. Select "Collaborative Inbox" from the Select a Group Type drop-down list.
5. Choose the types of members you want to authorize to access inbox features.
6. Pick the necessary permissions you want to apply, such as allowing the public to view topics or allowing all members to post messages.

7. Click "Create," then "OK" to manage inbox settings

What is the Difference between CC and BCC?

CC (Carbon Copy)	BCC (Blind Carbon Copy)
• It stands for Carbon Copy.	• It stands for Blind Carbon Copy.
• In CC, all recipients will be able to see each other mail address.	• Whereas, in BCC none of the recipients will be able to see each other mail address.
• Using CC, we can keep management and employees in the loop.	• Using BCC, we can ensure the privacy of management and employees' mail address.
• Every recipient will get all additional responses to the email.	• Here recipient will not get any additional responses until we forward the mail to them
• It permits recipients to know with whom the mail is being shared.	• Here, recipients don't have any idea with whom mail is being shared.
• CC is most preferred for keeping the stakeholders informed.	• BCC is most preferred for keeping the mass emails and email lists.
• CC makes your email list to be visible to all recipients.	• BCC makes your email list to be invisible to all recipients.
• with CC, you can loop everyone into an ongoing thread.	• with BCC, you cannot be included in email responses.

LCD Projectors: Using LCD projectors for making an audiovisual presentation

Definition:- An LCD projector is a type of video projector for displaying video, images or computer data on a screen or other flat surface. It is a modern equivalent of the slide projector or overhead projector.

1. Introduction:

- Elevate your presentations to a new level by incorporating an LCD projector for a compelling audio-visual experience.

- Here's a guide to maximize the potential of your LCD projector for impactful presentations.

2. Prepare Your Content:

- Craft Engaging Slides: Design visually appealing slides with clear content and high-resolution images to captivate your audience.
- Incorporate Multimedia: Enhance your message by integrating videos, animations, and audio elements for a dynamic presentation.

3. Connectivity and Setup:

- Ensure Compatibility: Check that your devices (laptop, tablet, etc.) are compatible with the LCD projector and prepare necessary adapters.
- Optimal Placement: Position the projector for a clear and well-aligned image, utilizing keystone adjustments if needed.

4. Audio Integration:

- External Speakers: Enhance your presentation by connecting external speakers to the projector for improved audio quality.
- Test Audio Levels: Conduct a sound check to ensure that your audience can hear the audio clearly.

5. Engage with Interactivity:

- Laser Pointers: Use a laser pointer or interactive features if available to emphasize key points and engage your audience.
- Q&A Sessions: Facilitate interactive discussions by pausing your presentation for questions or feedback.

6. Practice and Familiarize:

- Rehearse: Familiarize yourself with the projector's controls and features to navigate seamlessly during your presentation.
- Test Run: Conduct a test run to ensure that all multimedia elements are functioning correctly.

7. Adjust for Lighting Conditions:

- Control Ambient Light: Dim the lights in the room to enhance the visibility of your presentation.
- Optimize Brightness: Adjust the projector's brightness settings based on the ambient lighting conditions.

8. Backup Plan:

- Have a Backup: Be prepared for technical glitches by having a backup copy of your presentation on a USB drive or alternative device.

9. Engage Your Audience:

- Eye Contact: Maintain eye contact with your audience, using the projector as a tool to complement your presentation, not overshadow it.
- Monitor Feedback: Pay attention to your audience's reactions and adjust your pace accordingly.

10. Conclusion:

- Utilizing an LCD projector effectively can transform your presentations into immersive experiences.
- By combining engaging content, seamless connectivity, and interactive elements, you'll leave a lasting impression on your audience.

Advantages of Using Projectors

- Largest possible picture
- Smaller images a great option also
- Low cost
- Space saving
- Easy Install

Limitation in Using Projectors

- Dark room often required
- Maintenance required
- Installation can be more involved
- Separate audio system required

Tele/video Conferencing

A teleconference is a live audio or audiovisual meeting with two or more participants. With the ability to teleconference, remote teams in an organization can collaborate and communicate, even when geographically

dispersed. The process involves technology more sophisticated than a simple two-way phone connection.

At its simplest, a teleconference can be an interactive audio conference with people at two or more locations communicating over a speakerphone. With more equipment and special arrangements, a teleconference also can be a <u>video conference</u>, in which the participants can see each other.

Telecommunication systems support teleconferences by providing audio, video and data services. Participants communicate with teleconference platforms using devices such as desktop computers, tablets, smartphones and laptops. Teleconferences were initially conducted through telephone lines and were limited to audio; however, now it is more common for teleconferences to be conducted online or using voice over IP (<u>VoIP</u>).

Types of teleconferencing

Teams in an organization have the option to conduct teleconferencing through multiple means, including the following:

- **Audio teleconferencing.** These voice-only calls are conducted similar to normal telephone calls but can support up to 100 participants.

- **Video teleconferencing.** This form of teleconferencing combines live visual and audio mediums. Depending on the vendor, video conferencing can support over 100 participants. Users in the meeting can use features such as screen sharing or file sharing.

- **Web teleconferencing.** A web teleconference is an umbrella term that describes teleconference services or mediums provided online, which includes web meetings, webinars and webcasts. A video conference is, therefore, a type of teleconference.

How does teleconferencing work?

Teleconferencing works differently depending on the type of teleconference used:

- In audio teleconferencing, participants dial a designated phone number to connect to a call that is conducted over telephone lines or the internet. VoIP is a key component of internet audio conferences. An organization can choose to have its own bridge or have a telephone service provider host conference calls.

- Video conferences use VoIP for real-time communication over the internet. Participants can join using a combination of video, audio and audiovisual options. Users also can join and participate in video calls using their phones, tablets, laptops or PCs.

- Because web teleconferencing is an umbrella term, it works similar to other forms of internet-based conference systems. Users can communicate using video, audio and instant messaging. Most web conferencing platforms also have features designed for file sharing and screen sharing.

Advantages and disadvantages of teleconferencing

Potential advantages of teleconferencing include the following:

- **Is cost-effective.** Teleconferencing saves remote employees the cost of transportation.

- **Enables users to communicate over long distances.** Teams can be geographically dispersed and still hold meetings.

- **Offers flexibility.** Employees can attend a teleconference call from almost any device from any location.

- **Helps users collaborate.** Group chat functions can enable users to further communicate and collaborate on projects while remote.

- **Enables users to keep records.** Attendees can record calls for reference or for other employees who cannot make it to a meeting.

- **Offers scheduling.** Scheduling and calendar tools can simplify setting up meetings.

- **Provides security.** Participant access codes can help ensure unauthorized users do not join meetings.

There are some downsides that come with teleconferencing, however. Two important factors include the following:

- **Impersonal.** A teleconference call can be impersonal, even with video, as it lacks real, in-person interactions.

- **Difficult to monitor.** Calls with a large number of attendees are difficult to manage. This includes making sure attendees are present and attentive.

Blogging and chatting

Blog

- A blog is a type of content that helps us to **express** and **record** our **opinion, experience**, and **interest** on the web.
- In blog posts, a writer or a group of writers share their views on a particular subject.
- Some most readable blogs are **online magazines**.

What is a Blog?

- Blog or weblog is an **online information delivering** [website](), or we can say an **online diary** that regularly publishes new content. Generally, Blog contains a short informative article called "**blog posts**."

- The Blog posts typically include **text, photos, videos, animated GIFs**, and more other media.

- A Blog post can be accessed publicly or is made for private use, it entirely depends upon the blog owner.

- Before learning Blog in-depth, let's understand the following terms related to blog -

What is blogging?

- Blogging is the skill of **writing content on a blog** using internet tools.

- It provides the easiest way to keep our audience up-to-date and build trust with them.

What is a blogger?

- Blogger is **the person who creates, publishes**, and **maintains the blog** for both personal and public use.

- The rank of a blog entirely depends upon the blogger.

Advantages of Blogging

1. "0" Financial Investment

- In contrast to other businesses on the market, you don't require a capital investment to start blogging.

- You only need knowledge about content as well as some SEO techniques and basic design skills to post images, as well as some basic research capabilities, access to the internet, and lots of patience.

- For starters, you can make use of the blogging software, which is accessible via the internet, or you can purchase a domain and begin posting.

2. Turn Your Traffic Into Leads

- Your blog posts are an excellent way to remarket your products or services.
- The people who read your blog are those with an interest in your product or services.
- There is evidence that blogs that have subscriptions to newsletters and contact buttons can generate more quality leads.
- Blogs are great "lead magnets."

3 Work from Anywhere

- Blogs can be shared anywhere in the world, provided you have access to the internet and a monitor to work on.
- You can move from one place to another and write a blog.
- Blogs that are published on the internet can be accessed by anyone around the world. If you can get access to it, you'll be able to work full-time as well.

4 Build Your Community

- The feeling of connecting with other like-minded people can be great.
- Making a community with blogging is an amazing skill.

- **Blogs provide a platform on which you can showcase your personality and your business.**
- By posting engaging blogs regularly, engaging with readers, and updating them regularly, you can help expand your audience.

5.Position Your Brand

- Display your niche.
- There are a lot of companies offering the same services and products for less.
- Make sure your customers know what you excel at, and it will allow you to establish your company in the marketplace.
- Your blog should be the voice of your brand.
- Plan them in a specific manner that gives your insight.

6 Excellent Source of Income

- This is the main reason that people **opt for blogging as a profession.**
- Making sure that your blog is monetized could be essential.
- It takes a lot of effort and time, but once your blog posts are monetized, it is possible to make huge profits.
- Your wish to live like a blogger for a year could be realized.

Disadvantages of Blogging

1 Needs Maintenance

- Do you think that putting up new blogs each week could suffice? While writing and uploading new content is important, maintaining your older blogs is essential.
- Continuously updating your old blogs will ensure that they are current and useful.
- It is impossible to predict the day when your blog will be booming, so be sure to ensure that all websites are up and running and the blog's content is easily accessible.

2 A Steady Source of Income? "NO"

- The blogging industry may not be an income-generating source initially.
- When you begin your journey as a blogger, expecting large sums of money is not a good idea.
- It is recommended that you have a steady flow of cash before you begin full-time blogging.

3 Huge Investment of Time & Work

- The process of blogging requires lots of time as well.
- Conducting research on subjects as well as finding inspiration, framing your posts and making them pertinent to the present, and producing insightful content will take up many minutes of your precious time.

- We guarantee that it will be worth it when your blogs have been made monetizable.

4. Not All Bloggers Make Money

- It's true.
- Blogs don't automatically generate revenue; however, not everyone can earn income from them.
- You could be updating your blog frequently and constantly posting new blogs and still not get the attention of readers.
- It could be that your blog content is not properly framed or isn't governed by market trends.
- Everything should be moving in the right direction, and your blogs can be made monetizable.

5. Market Trends Always on the Swirl

- One of the main disadvantages of blogging is that the content on the internet is different every day.
- It is impossible to create the same type of content every day and then post it.
- It is possible to get a great audience one day but not another.
- This is why it is important to keep an eye on the trends in the marketplace, and preparing your content to meet the market's needs is helpful.

6. You Always Run Out of Ideas

- **Maintaining your blogs** on a regular basis is an absolute must.

- In doing this, there's an opportunity that you will run out of ideas.
- This can be solved by seeking ideas from other blogs, conducting research on statistics, and finding articles that will engage readers.
- Blog posts can be prepared in advance to prevent this problem.

What is Chatting?

Definition

- Chatting is an online communication held between two parties or between a group of people.
- Chatting is an informal type of communication with an electronic medium in between parties.
- The word chat itself means communication between two or more people.
- Chat is only feasible when both the users have access to the internet at the same time.
- While chatting text or messages are exchanged between two or more people, a chat site acts as a repository for the users or group of people.

How to Chat Safely?

1.Don't Blind Trust: - The common mistake many people make is, they blind trust the person after chatting with them for few days, avoid such mistakes. Make a boundary about what should be said and what should not be like sharing phone numbers etc.

2.Don't Share Personal Info: - Another common mistake people make while chatting online is that they share some personal information that could uniquely identify you.

3.Do Analyse People: - This is one of the effective ways of making a good circle of friends. Always see to it that the person you are chatting with or willing to chat with has a good behaviour and is mature.

4.Do Keep Secrets: - Not everything should be said online to a friend. Sometimes it is good to keep those secrets about you or others limited to yourself. You never know what hints you give a bad person mistakenly about you or others close to you.

Chatting on social networks

Some of the social network messaging apps are:-

- **Facebook Messenger**
- **Chatsoman**
- **WhatsApp**
- **WeChat**
- **LINE**
- **Telegram**
- **Skype**

Difference between Messaging and Chatting

Messaging is a text-based communication with no guarantee of getting a reply back. Messaging serves a very small scope and it is considered as a sub-part of chatting. It could be thought as a text left for a person to see and does not expect to get a reply back.

Chatting is an active form of communication where both the parties reply to each other's messages. It often guarantees a reply from another party but sometimes not. Chatting can be done in the form of voice chat/videos chat/text-based chat.

Chatting Platforms

Nowadays there are many chatting platforms available for users. Some of them are mentioned below:

- **Facebook:**
  - Facebook is one of the oldest and most used platforms for chatting.
  - It was founded in February 2004.
  - Facebook offers text, voice, and video chat to its users.
  - Users can also post some materials on Facebook.
  - Facebook is available for users in many different languages. Facebook is currently owning different chatting applications. (WhatsApp, Instagram, Facebook Messenger).

- **WhatsApp:**
  - WhatsApp is also one of the most used platforms.

- o It is owned by the Facebook group.
- o WhatsApp too offers all types of chatting (Text, voice, and video).
- o It is available in many different languages.

- **Skype:**
  - o Skype was initially released in August 2003.
  - o It is mostly used for live meetings.
  - o It is available in 101 different languages.

- **Telegram:**
  - o Telegram is a popular chatting application widely used across the world.
  - o It also allows group as well as individual conversations.
  - o It is a multiplatform application, it can be used on different operating systems for example mac, windows, Linux, ios, android.

- **Snapchat:**
  - o Snapchat is a mobile application for both Android as well as ios.
  - o One of the core concepts of Snapchat is that the message sends to anyone whether it's a videos message, text, or audio it will only last for a short period.

- **Hike:**
  - o Hike messenger also known as hike sticker chat is a mobile application.

- o Its main feature is that it comes with sticker chatting which is unique as compared to other apps whatever text you want to send it can be converted into a sticker.

FAX and Mobiles

What is a fax?

A fax -- short for *facsimile* and sometimes called *tele copying* -- is the telephonic transmission of scanned-in printed material, including text or images. Faxes are usually sent to a telephone number associated with a printer, fax machine or other output device. Today, computer-based fax technology is completely <u>digital</u> without the use of paper printouts.

Faxes are often used when documents must be sent fast and securely. Facsimile machines scan a document and transmit it over a telephone line or the internet. The document can travel long distances in minutes, saving time and money compared to other methods of document transmission. Fax transmissions are also secure, as each document is given its own unique code which ensures that only authorized individuals have access to the contents.

Fax machines have become increasingly popular in recent years due to their ease of use and ability to send multiple documents at once. This makes them ideal for businesses that distribute large volumes of documents quickly and securely, such as legal and financial firms. Fax applications are available to send and receive faxes using computers and smart phones.

How faxes work

Fax machines scan a document, treating the text and images as a single fixed graphic image and converting it into a bitmap. In this digital form, the information is transmitted as electrical signals through the public switched telephone network (PSTN), using a standard analog telephone line. The digitized document can also be sent over the internet. The receiving fax machine converts the coded image and provides a digital version of the document from which a paper copy can be printed if desired.

Most modems manufactured today can send and receive fax data. Fax modem software generates fax signals directly from disk files or the screen. Even if a document is only text, the computer treats it as a scanned image and transmits it to the receiver as a bitmap.Faxing a message online works well if the recipient only wants to read the message. However, if the document requires

editing, it must be converted into <u>ASCII</u> text by an <u>optical character recognition</u> program or retyped manually into the computer.

Several free and commercial providers offer arrangements for using the internet rather than the public telephone system for most or part of the path to the fax point. Some online fax services also provide the ability to broadcast a fax to multiple addresses.

Benefits of fax technology

Low cost The cost of sending a fax is nominal, especially when the internet is used as the transmission medium.

Secure Encryption helps ensure that faxed documents aren't damaged or stolen during transmission. Using the PSTN reduces the likelihood of a <u>security</u> breach because connections are <u>point to point</u> over a fixed connection. Faxes are widely used in industries with high security requirements, such as the <u>protected health information</u> used in healthcare.

Reduces carbon footprint By using digital transmissions instead of paper copies, companies reduce their carbon footprint while still enabling effective communication with clients and colleagues across the globe.

Document tracking Faxing provides instant confirmation when documents are sent and received, letting users easily track them. This ensures sensitive information is delivered safely and securely, something that can't be guaranteed with other methods such as email or physical mail and delivery services.
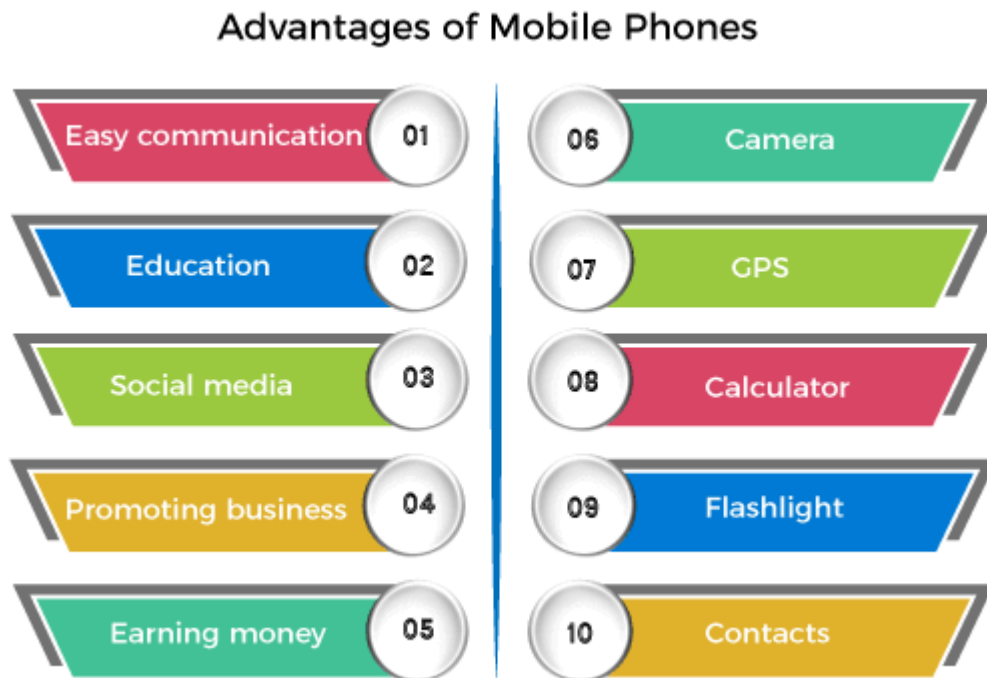
What Does Mobile Phone Mean?

A mobile phone is a wireless handheld device that allows users to make and receive calls. While the earliest generation of mobile phones could only make and receive calls, today's mobile phones do a lot more, accommodating web browsers, games, cameras, video players and navigational systems.

Also, while mobile phones used to be mainly known as "cell phones" or cellular phones, today's mobile phones are more commonly called "smart phones" because of all of the extra voice and data services that they offer.

- The first mobile phones, as mentioned, were only used to make and receive calls, and they were so bulky it was impossible to carry them in a pocket. These phones used primitive RFID and wireless systems to carry signals from a cabled PSTN endpoint.
- Later, mobile phones belonging to the Global System for Mobile Communications (GSM) network became capable of sending and receiving text messages. As these devices evolved, they became smaller and more features were added, such as multimedia messaging service (MMS), which allowed users to send and receive images.
- Most of these MMS(multimedia massaging service)-capable devices were also equipped with cameras, which allowed users to capture photos, add captions, and send them to friends and relatives who also had MMS capable phones.
- Along with the texting and camera features, cell phones started to be made with a limited capability to access the Internet, known as "data services." The earliest phone browsers were proprietary and only allowed for the use of a small subsection of the Internet, allowing users to access items like weather, news, and sports updates.
- Eventually, phone makers started to engineer these phones to access the entire Internet, and webmasters for all sorts of businesses, government offices and other domain holders started to make web sites responsive to access by mobile phones. The trend, called "responsive design," changed the face of the Internet, with mobile phone transactions making up a larger share of ecommerce sales and other activities.

Advantages of mobile phones

Advantages of Mobile Phones

Easy communication	01	06	Camera
Education	02	07	GPS
Social media	03	08	Calculator
Promoting business	04	09	Flashlight
Earning money	05	10	Contacts

Easy Communication

The main benefit of using the mobile phone is that they make the mode of communication easier and cheap. Because of the lower price, mobile is affordable and has been a revolution in the telecom industry where approximately 95% of people use mobile phones for communication.

Mobile made communication easier, as just by pressing some keys on mobile, we can contact our friends, family members or colleagues, and others at any time. Mobile also gives us a facility to contact our fellow person with voice calls, video calls, text messages, recorded calls, and many more.

Education

It is another major advantage of mobile phones. Mobile phones can be used to acquire knowledge or information on various topics. For convenience, nowadays, most colleges, institutions, and schools are offering online education with the proper study material that can be in the form of images, photos, text, pdf, etc. In the corona pandemic, we have seen that the students

have taken online classes provided by their respective institutions to ensure the safety and health of students.

Social media

In today's era, mobile phones are not only used for calling purposes. Smart phones are said to be a gift for social media lovers. Social media apps like Twitter, Instagram, snap chat, Facebook, etc., are at our fingertips at any time. We can edit and share our pictures and posts on social media directly from our mobile phones. Mobile gives us the facility to access social media at all times.

Most people use their mobile phones to scroll through their timeline of social media platforms in their free time.

Promoting business

Mobile phones can be used for promoting a business. Mobile phones are best for entrepreneurs or businessmen to promote their business via online or offline sources. In online sources, one can use social media websites and messaging applications such as telegram, Instagram, WhatsApp, Pinterest, and others. Most of the leading companies arrange their meetings on video messaging applications like skype.

One of the old offline methods to promote business using mobile phones is text messages. In today's era, most companies are still promoting their business via text messages. At the end of every message, they put a link to their product page or business website.

Good for people's safety

In today's world, criminal activities happen on the next level, so keeping a mobile phone with yourself is a good safety option. In day-to-day life, we heard about so many criminal activities such as kidnapping, theft, or others, so mobile helps us in a different types of illegal activities, as it is the fastest communicating device. It helps us to call the police and relatives so that they provide us help as soon as possible.

Helpful in emergency situations

Suppose a situation in which you are driving a car on an unknown road, and the car gets stuck. So in this situation, mobile is the first device that helps us to call the mechanic or any family member to get rid of the problem. If we get sick and need a doctor, and no one is at home. So in these situations, mobile is the device which we can use for fast communication.

Earn money via mobile

We can use our smartphones to earn money. We can create blogs, YouTube videos, promote business, and other activities to make money.

Accessing the internet through mobile phones

It is easy to access the internet by mobile phones. Because of the internet in mobile, people are less required to go cyber café for using the internet, or even they don't have to sit in front of computers for accessing the internet. It is easy to access high-speed internet through mobiles.

Mobile phones can be used for Entertainment

In today's world mobiles are the popular way of entertainment. Newly updated mobiles have big HD displays on which people can watch movies, listen to songs, and can play games. Every second person uses mobile for their entertainment.

Camera in Mobile phones

Latest mobiles include the best resolution cameras that help not to miss any moment to capture. Before mobiles, people used to take cameras with them to capture memorable moments, but now it can be done with mobile phones.

Now, mobiles include both front and back cameras, by which we can take selfies. It is easy to take selfies and pictures from mobile.

GPS location

It is one of the best benefits of the mobile phone. Mobile gives us information about the current location and destination. Before mobile phones, it was hard to track the location, but after the development of mobiles, it is easy to track the current location and destination. We can select a destination on the map, and it will give us the direction of the ways and also suggest us the shortest route and estimated time to reach there.

Flashlight

Mobiles have the feature of flashlights. Instead of keeping a torch, it is easy to use a flashlight on mobile phones. But the flashlight works till the battery is charged.

Alarms and reminders

We can set alarms and reminders on mobile phones. We can set our routine, appointments, meeting with a doctor, medicine timings, etc., on our mobile phone that helps us to remind all our scheduled tasks.

Calculator

There is a calculator feature present in mobile phones. If we need to calculate bills, taxes, invoices, mathematical calculations, or other calculations, we can use mobiles. Some mobiles also have a scientific calculator with them, which can be helpful for students to calculate their mathematical problems.
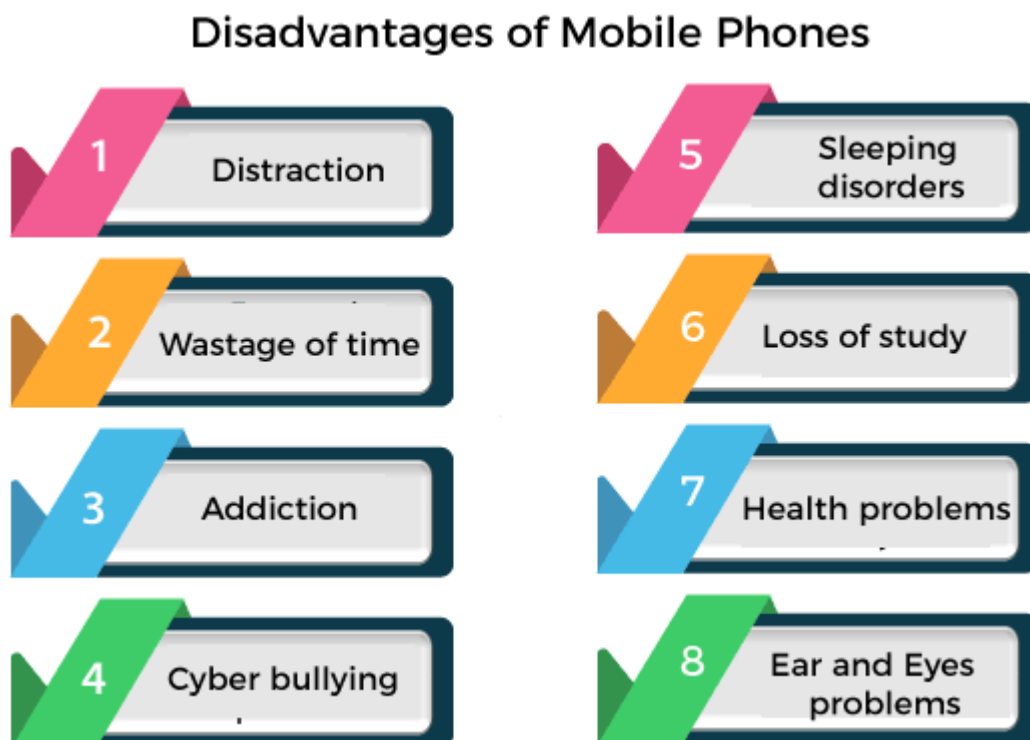
Contacts

Before mobile, people used to keep diaries with them to save the mobile numbers. But now, it is easy to save any contact number on mobile phones. It is also easy to find someone's contact number on the mobile phone just by searching their name in the address book.

Online banking

Online banking can also be done via mobile phones. Through mobiles, it is easy to access the bank accounts, checking the account status, and transferring of money from one bank to another. We can also pay electricity bills and others via mobile phones.

So these are the advantages of using mobile phones. Now, let's see the negative side of mobiles. Let us talk about the disadvantages or the harmful effects of using mobile phones.

Disadvantages of mobile phones

Disadvantages of Mobile Phones

1 Distraction	5 Sleeping disorders
2 Wastage of time	6 Loss of study
3 Addiction	7 Health problems
4 Cyber bullying	8 Ear and Eyes problems

Distraction

Sometimes mobile is a disturbing device that creates a distraction between your works. It is seen in students that are easily distracted from their studies because of mobiles, as the device contains applications that attract users to enjoy their software. One such application is the various mobile games that are being played a couple of days make the people addicted and distracted from their goals.

Ear problems

While listening to songs, watching movies, or calling for a long time with headphones or headset can damage the listening potential of an individual. It has been seen in researches that using headphones with the louder hearing sound seriously disturbs the capability of ears to hear voice properly.

Wastage of time

Although mobiles are helpful in various aspects, it is one of the biggest thing responsible for the wastage of time. Most students and teenagers are affected by it. Students want to play games, watching movies, listening songs, and other kinds of entertainment that waste their precious time.

Addiction to mobile phone

Addiction to mobile phones is termed "Nomo phobia". In this mental disorder, people are unable to stop themselves without using mobile phones. They even can't imagine them self without a mobile. Using mobile phones too much makes a person addicted to them.

Cyber bullying

Cyber bullying means to send, post, or share negative, false, and harmful content about someone else. Research shows that most students and teenagers got cyber bullied. Cyber bullying puts someone's life in danger.

Security issues

These are the common issues that happen with mobile users. iPhone IOS is little bit secure but in android phones breaching someone's privacy and data is easier for hackers. Security issues are the dangerous effects of using mobile phones for people. People faced a lot of problems due to security issues, such as loss of money, image, reputation, and others.

Loss of study

Using mobile phones in excessive amounts is a major disadvantage for students. Mobile phones mostly affect the study of students. Mobile phones distract students from the study. Students majorly focus on playing games, watching movies, and other entertainment on mobile that decreases their grades.

Health problems

Excessive use of mobile phones causes the health problems such as swelling of the eyes and other eyesight problems. Mobile phones include mental disorders such as Anger, depression, anxiety, tension, and others.

Sleeping issues

Using the mobile phone in an excessive amount badly affects the sleeping routine. People use mobile even during sleeping time. At night, some people stuck on their mobile phone's screen that disturbed their sleeping routine a lot.

Accidents

People stuck in their mobiles, even walking on roads, or driving a car.Using a mobile phone while driving causes accidents and puts the lives of others at risk. It is very dangerous to use mobile while driving, as mobile users while driving can injure them and can kill other people by accidents.