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Lecture – 25

Technology and Communication: Technological Personality

1. “Our machines are disturbingly lively and we ourselves are frighteningly inert.” says Donna Haraway. Substantiate.

Ans: As Donna Haraway says “Our machines are disturbingly lively and we ourselves are frighteningly inert.” which means we do not treat humans as humans. Machine is given human treatment and human is treated like a machine. We are angry and shocked if anyone touches or does anything bad to their machines. Machines are taking the place of humans in our lives.

2. State how the cyborgian shift has affected our thought pattern.

Ans: The cyborgian shift has affected our thought patterns by

- Increasing reliance on external devices for memory and information storage.
- Shifting focus towards quick information retrieval rather than deep contemplation.

3. Crosscheck whether we control our technology or vice versa. Identify areas where you thought you had control over technology but where you had already lost your control without your awareness.

Ans: I think technology is controlling me, as from morning to night sleep, I need a phone, or laptop for chatting, texting, entertainment, seeing time, updates...etc. But I will follow the advice given by sir in this course so that I can control technology.

Lecture – 26

Technology and Communication: Mobile Personality?

1. Suggest ways in which one could overcome mobile addiction.

Ans: Ways in which one could overcome mobile addiction by

- Keep some mobile free time in a day
- Instead of mobile, use a watch to see time, calculators for maths, ask people or maps to find out addresses.
- Use other activities instead of phone use.
- Seek support from friends and family.

2. State a moborg characteristic that you possess and find ways in which you could overcome it.

Ans: Moborg characteristics that I possess:

- I use my mobile before sleep and after waking up.
- I have stopped wearing the watch.
- I have stopped using a music player, and calculator, and remembering important phone numbers and cameras.

Find ways to overcome it:

- I need to reduce my use of mobile during sleeping
- I will start wearing a watch [after winter, as inside sweater we cannot see]

- Use a scientific calculator instead of a phone.
3. What are the mobile phone etiquette that you should employ while engaging in a conversation with a colleague?
- Ans: The mobile phone etiquette that you should employ while engaging in a conversation with a colleague are
- Use face-to-face communication to the maximum extent possible.
 - Use mobile only when it is necessary.
 - Do not call someone just to pass your time.
 - Do not call someone on mobile to ask a trivial thing that can be cleared on a message.
 - Be empathetic: Avoid calling busy people as much as possible.

Lecture – 27

Technology and Communication: Email Principles

1. Prepare introductory phrases commonly used for formal mail.
Ans: Introductory phrases commonly used for formal mail
 - Respected sir/mam
 - Dear sir/mam
 - Good morning/afternoon

2. What are the five cardinal principles of soft skills and personality development?
Ans: The five cardinal principles of soft skills and personality development are
 - Planning
 - Preparedness
 - Persuasiveness
 - Presentability
 - Perseverance

3. What major tips have you learned from this course to improve email writing?
Ans: Major tips have you learned from this course to improve email writing are
 - Avoid using capital letters in all emails.
 - Avoid spelling mistakes.
 - Use polite sense to ask or request in emails.
 - Introduce yourself first.
 - Write the correct content.

Lecture – 28

Technology and Communication: How Not to Send E-mails

1. List down some of the salutations that could be used for a formal email.
Ans: Salutations that could be used for a formal email
 - Dear [Name]
 - Respected sir/mam

2. State some of the features that should be avoided while writing a formal email.

Ans: Features that should be avoided while writing a formal email

- WhatsApp text message language
- Informal language
- Overly long paragraphs
- Use of bold letters and capital letters
- Spelling mistakes

3. What important aspects should be included in a mail inviting a celebrity to an event?

Ans: Important aspects should be included in a mail inviting a celebrity to an event

- Clear introduction stating the purpose of the event
- Date, time, and location details of the event
- Information about the event's significance and audience
- Polite and respectful language throughout the email.
- Acknowledgment of the celebrity's schedule and availability.

Lecture – 29

Technology and Communication: Netiquette

1. What basic netiquette norms should one follow while sending emails?

Ans: Basic netiquette norms should one follow while sending emails

- Do not forget that the receiver is a human being
- Remember: Written words can be stored permanently.
- Be ethically correct

2. Why netiquette is important?

Ans: Netiquette is important because it makes effective communication online, minimizes misunderstandings, and fosters positive relationships.

3. Why being ethically correct is important while sending emails?

Ans: Being ethically correct is important while sending emails for several reasons:

- Maintain trust
- Respecting privacy and avoiding harm
- Preserving reputation
- Promoting fairness and encouraging responsible use.

Lecture – 30

Technology and Communication: E-mail Etiquette

1. What are the benefits of keeping an email short?

Ans: Benefits of keeping an email short

- People do not waste time in long mail.
- If emails are lengthy, they may be deleted.
- Easy readability

2. What aspects should one keep in mind while writing subject lines for emails?

Ans: Aspects one should keep in mind while writing subject lines for emails, should short, descriptive phrase. It should help the receiver to have a quick idea about mail even without opening it. Avoid "Re: Re" in subject lines.

3. What points should one note while using abbreviations in an email?

Ans: Points to note while using abbreviations in an email:

- Use abbreviations that are commonly known and universally recognizable.
- Avoid using abbreviations according to one's whims and fancy, and that too with inconsistent spellings would confuse the receiver.