

o o o o o o o o o o o o o o o o o o o PLANNING OF WORK 1-OTHER IMAGES OF MODERN COMMUNICATION 2-INTRODUCTION 3-THF ADVANTAGES OF MODERN MEANS OF COMMUNICATION 4-THF DISADVANTAGES OF MODERN MEANS OF COMMUNICATION 5-CONCLUSION

1-OTHER IMAGES OF MODERN COMMUNICATION





Dissemination of knowledge through various modern means including the latest in the field of information technology.



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TYPES OF E-COMMUNICATION

 Telephone Fax Email Teleconferencing **Instant Messaging** Social Networking Skype Text messaging Video Conferencing Blogs





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o o o o o o o o o o o o o o o o o o o 2-INTRODUCTION First class is the matter or importance of modern communication. Modern communication allows people to interact directly with people from all over the world, creating a more global society. And web cameras allow people to have face to face conversations with people no matter their location, which removes many boundaries in social and business life. Media refers to various means of communication. It also refers to communication devices. Communication devices are used to interact and communicate among people. The most common forms of media today are radio, internet, newspaper and television. Media is an important part of our lives. It is also two-sided meaning that it has a positive side and a negative one. THREE METHODS IN BUSINESS INFORMATION INTERNAL. Verbal or oral communication is the process of transferring information from one person to another through mouth such as telephone is an internal business information. Telephone is an electronic instrument which transfer the information (news) by using voice system. The following are the advantage and disadvantage of telephone.

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3-THE ADVANTAGES OF MODERN MEANS OF **COMMUNICATION**.

- 1. It educates people. Through television and radio programs, people get to learn about health matters, environmental conservation, and much more.
- 2. People get the latest news in a very short time. Distance is not a barrier. People get news daily through the media and this keeps them updated on the happenings around the world.
- 3. People get to bring out their hidden talents. Through media showcase their talents such as comedy, acting and singing.
- 4. Children's knowledge increases. Children can learn from quiz programs, animal programs and so on.
- 5. Radio is convenient as people do get short news and with a mobile phone one can access it.
- 6. Great in promoting mass consumer products. This can in turn increase sales of the product.
- 7. Serves as a good source of entertainment. People get entertained through music and television programs.
- 8. Television allows electronic duplication of information. This reduces the production cost making mass education possible.
- Media leads to diffusion of different cultures. Media showcases different cultural practices.

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10. It helps people around the world to understand each other and embrace their differences.

Advantages of telephone.
Cheap using telephone it is cheaper than other network to advertise you are product for example now days when you want to advertise product in social media such Instagram it is cheap than to advertise in the television (external) it cost a lot of money so by using telephones it better than using other network or written.

Advantages of email.
Email are fast this means that, it is fast to delivered at once around the world not like other written communication is fast as email for example when you want to send some information to your friend who live in CHAD and you are in CHINE you can send it take only 1 minutes to reach because it is fast.

Advantages of face to face.
Express of feelings this means that by using face to face communication it helps people to share some ideas, and feelings better than using words so it good to use face to face because of the eye contact for example people who promote their product they use eye contact that help them to get more customers by using face to face.

Modern communication allows people to interact directly with people from all over the world, creating a more global society. Web cameras allow people to have face-to-face conversations with people no matter their location, which removes many boundaries in social and business life. Forum boards bring people of common interest together to share ideas and viewpoints.

Face-to-face communication. In the past, it was not possible to have a

visual conversation with someone living in another location. Growing popularity and increasing quality of Web cameras has made it is easy to communicate with one or more people across great distances from the comfort of home. This helps businesses find potential hires from other locations, and connects friends and family across the world.

Forum boards are other great places to connect with people who have a common interest. For example, someone who writes for a living has many options, including both freelance and creative writing boards. This modern type of communication is typically text-based, and allows people to share a lot of information in an organized manner. In addition, the content of the board is saved for future reference, unlike many other forms of communication. Modern communication is constantly evolving, providing innovative ways to communicate using technology.

4-THE DISADVANTAGES OF MODERN MEANS OF COMMUNICATION.

1. It leads to individualism. People spend too much time on the internet and watching television. As a result, socialization with friends, family and neighbors is affected.

2. Some media contents are not suitable for children. Limiting children's access to such content can be difficult.

3. Newspaper is geographically selective.

4. Increase in advertisements in television and radio is making them less attractive.

5. Internet as a form of media opens up possibilities of imposters, fraud and hacking.

6. Media can be addictive, e.g. some television programs and internet. This can lead to decrease in people's productivity.

7. Health problems. Prolonged watching of television can lead to eyesight problems and radio listening using earphones exposes one to possible hearing defects.

8. It glamorize drugs and alcohol. Some programs make the use of these things appear cool'.

9. It can lead to personal injury. Some people decide to follow the stunts that are showcased in the media. This can lead to injuries.

10. It can lead to ruin of reputation. It is possible for one to create an anonymous account. Such accounts can be used to for malicious reasons such as spreading rumors. This can lead to ruin of reputation of an individual or a company.

Disadvantages of telephone.

Network problem, because of network problem you cannot talk properly sometime especially when there is rain season it will be big of problem for example when you have important customer and you want to talk to them by using telephone it will be problem because you did not hearing properly that is the big problem.

Disadvantages OF email.

Virus email may carry viruses for example those small programs can harm you are computer system such as sending email to your customers or read your email so this virus it is not good because later on it will cause a lot of problem.

Disadvantages of face to face.

Cost by using face to face it require a lot of money to conduct the interview which means that getting someone for interview is the higher cost in a business for example most of they use interview which is face to face in order to get

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employee who have enough so this cost a lot money.

Disadvantages to Communication Technology

When you share information through photos, social media outlets and business websites, you are also sharing personal data that can create numerous problems. As technology advances, passwords become obsolete, and the photos of family with names and dates can be used to maneuver through the maze of security you have set up to protect your information, and allow hackers to access your information.

Financial Disadvantages

From passwords at big box chain store websites that hold your bank information to the online dog groomer that took your credit card for a one-time purchase, the communication that you have online can be disadvantageous to your overall financial and personal security. Changing your password on a regular basis, at least monthly, can protect you from identity theft. Monitoring your credit and bank statements can keep you in the clear from errant purchases that can lead to serious misuse of your bank and credit card funds.

5-CONCLUSION

Although media has many advantages it also has its limits. It is up to us, the users, to decide to use it wisely for the best impact.

