We had already said that telex is used for long distance communication. A telex is quicker than mail. Several telex messages can be exchanges in a day. Telex messages are typed out by an operator on the teleprinter machine; the messages are automatically printed out on the terminal, except for typing out replies later. Telex is extremely useful for sending out information/messages for which no immediate feedback is required. However, since a telex is more likely to receive immediate attention, it is preferred when urgent actions is required.

A telex involves less time in preparation. It is loss formal than a business letter and style is less important. It is less time consuming than a telephone call. But the transmission rate is slow and usage charges high, so it is used mostly for brief message exchanges and not lengthy documents and reports.

The ability to decipher and compose telexes is something we will have to cope with sooner or later. Telephones are used for messages which are of immediate nature. They are used for both private and business purposes. The telephone is a long distance system of oral communication. Speed is the main factor involved in the use of telephones. Secondly it enables interpersonal communication. It helps us in getting immediate feedback and in saving time, energy.