

Telephone and fax machines

[Sociology](#), [Communication](#)



Critically evaluate the tools (letters, e-mail, video conference, memo, phone) of business communication in a commercial organization. To visit any commercial organization, to understand the working and importance of each of these tools. Memo A memorandum or memo is a document or other communication that helps the memory by recording events or observations on a topic, such as may be used in a business office. Letters

A commercial business letter is a letter written in formal language, usually used when writing from one business organization to another, or for correspondence between such organizations and their customers, clients and other external parties. E-mail An email message consists of three components, the message envelope, the message header, and the message body. The message header contains control information, including, minimally, an originator's email address and one or more recipient addresses. Usually descriptive information is also added, such as a subject header field and a message submission date/time stamp.

Video Conference A videoconference or video conference (also known as a videoteleconference) is a set of interactive telecommunication technologies which allow two or more locations to interact via two-way video and audio transmissions simultaneously. Fax A fax (short for facsimile) is a document sent over a telephone line. Fax machines have existed, in various forms, since the 19th century, though modern fax machines became feasible only in the mid-1970s as the sophistication of technology increased and cost of the three underlying technologies dropped.

Businesses usually maintain some kind of fax capability, the technology has faced increasing competition from Internet-based alternatives. However, fax machines still retain some advantages, particularly in the transmission of sensitive material which, if sent over the Internet unencrypted, may be vulnerable to interception, without the need for telephone tapping. In some countries, because electronic signatures on contracts are not recognized by law while faxed contracts with copies of signatures are, fax machines enjoy continuing support in business. Telephone

The telephone often colloquially referred to as a phone, is a telecommunications device that transmits and receives sound, most commonly the human voice. Telephones are a point-to-point communication system whose most basic function is to allow two people separated by large distances to talk to each other. It is one of the most common appliances in the developed world, and has long been considered indispensable to businesses, households and governments. Circulars Flyers are typically used by individuals or businesses to promote their products or services. They are a form of mass marketing or small scale, community communication.

Office circulars are used in the company to convey the same information to all the employees. Make a report based on the accounting books maintained by a manufacturing concern. To study the way they are maintained.

JOURNAL Journal is the book in which the transactions are entered the first time they are processed . **PETTY CASH BOOK** A petty cash book is a record of small value purchases usually controlled by imprest system. Items such as

coffee, tea, birthday cards for employees, a few dollars if you're short on postage, are listed down in the petty cash book.