

Communication media analysis



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The Way to Communicate Faster 4. What are five communications situations in which this medium could be appropriately used (Answer Email, Fax, the Internet, Pager, & Voicemail).

5. What are two communications situations in which it would be inappropriate to use this medium

(Answer): Laying off an employee, or doing personal business while on the job.

6. What are five non-verbal communications elements characteristic of this medium

(Answer): Fax, Pager, Two-way instant message, Letter, & Memo.

7. What are five types of noise that this communications medium is subject to (e. g., anything in the environment that delays, distorts, or destroys the message)

(Answer): Fax, Pager, Voicemail, Video Conferencing, & Speech presentation.

8. What types of feedback are possible with this medium

(Answer): Positive, Negative, & Neutral.

9. What are five communication skills necessary to effectively use this medium

(Answer): The ability to know whether or not the information is urgent, The ability to put together a document that is easy to understand, The ability to put together a document that the receiver is able to read, to be able to know what the receiver needs, & to make sure that the information is accurate in nature.

10. Is this medium appropriate for sending an urgent message Explain.

(Answer): This medium can be appropriate for sending an urgent message is

used correctly.

11. What are five communications situations in which this medium could be appropriately used

(Answer): Memo, Fax, Report, speech presentation, or Letter.

12. What are two communications situations in which it would be inappropriate to use this medium

(Answer): Sending personal correspondence & notifying employee of a layoff.

13. What are five non-verbal communication elements characteristic of this medium

(Answer): How the document was produced, the details of the document (font), the layout, the writing style of the sender, & the resolution.

14. What are five types of noise that this communications medium is subject to (e. g., anything in the environment that delays, distorts, or destroys the message)

(Answer): The person being without fax paper at the time of receiving the fax, not being able to read the fax, the wrong person receiving the fax initially, message being corrupted.

15. What types of feedback are possible with this medium

(Answer): Positive, Negative, & Constructive.

16. What are five communication skills necessary to effectively use this medium

(Answer) The ability to provide accurate information when putting together the material, the ability to have the composition of the material be understandable, to know what the individual needs are of the receiver as well as anyone associated with the receiver, to understand the urgency if

any, & that the document is readable in its form.

17. Is this medium appropriate for sending an urgent message Explain

(Answer): Through means of fax it can be very effective by reaching the receiver quickly based on urgency, the others can be lost.

18. What are five communications situations in which this medium could be appropriately used (Answer): Email, Fax, Voicemail, Pager, & Telephone.

19. What are two communications situations in which it would be inappropriate to use this medium (Answer): Sending personal correspondence and notification of corporate employee layoffs.

20. What are five non-verbal communications elements characteristic of this medium (Answer): The appearance of the document that was sent, how the document was produced before it was sent, the font and type size, layout, & writing style.

21. What are five types of noise that this communications medium is subject to (e. g., anything in the environment that delays, distorts, or destroys the message) (Answer): The fax machine being without paper, an interruption in the internet connection, problems with the telephone connection, how the person is speaking on the other end of the phone, the fax line is busy.

22. What types of feedback are possible with this medium (Answer): None, Positive, Negative.

23. Ability to produce a document that is able to be read, the ability to know whatever the needs are of the receiver, to compose a coherent message, understanding an understanding of whatever the urgency is, & know the information needs.

24. Is the medium appropriate for sending an urgent message Explain.

(Answer): The medium can be appropriate for the urgency, but can run into

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problems with any technical difficulty.

25. What are five communications situations in which this medium could be appropriately used (Answer): Placing an order with a supplier, providing the results to a doctor's office, providing an agenda for a meeting, giving a report to a co-worker, & giving an assignment to an instructor.

26. What are two communications situations in which it would be inappropriate to use this medium (Answer):

27. Verbal communications elements characteristic of this medium (Answer): Being able to know what the receiver wants, being able to produce an understandable claim, the way in which the claim is made, understanding the urgency, & needing accurate info.

28. Five types of possible 'delays' (Answer): The manner in which the claim is made, any outside sources which distort the presentation.

29. Feedback possible (Answer): Positive, Neutral, Negative.

30. Accurate info, determining the needs of the user, a coherent message, info presentation, & overall approach.