

Business answers essay



In this task I will be presenting different electronic and non-electronic methods of communicating business information.

I will be using examples for different audiences. What is electronic communication? Electronic communication is any form of information that is being sent or received through the use of technology. An example is a person using their mobile phone to send his or her friend a text message about where they should meet later that day. What is non-electronic communication? Non-electronic communication is the same as electronic communication however the way information is sent or received does not contain the use of technology.

An example of a non-electronic communication can be the use of a handwritten letter that is sent through the post to the recipients. Electronic methods of communicating Description Audience most suitable for and why Email is also known as electronic mail. This is a computer-based message sent from one user to another. You can write in text and add attachment files to send. This method of communication will suit departments from an office-based business inform each other on any information that needs to be given to another department.

It is useful as it is an efficient way of instantly alerting the other person. Texting is similar to email. Text messages sent from person to person or many at once, but most commonly sent from a mobile device. A suitable audience could be a college testing a student notifying the student there is no college the following day.

This is a quick and direct method that alerts the person almost instantly.

Video call This is a face to face method through a WebMD. This allows you to see each other without actually being near each other.

A suitable audience can be a meeting for a equines and one person couldn't make it so he/she sets up a video call so his/her eyes and ears are still In the meeting.

This could be for any business. This Is useful as the person who did not physically make It he/she still gets to be part of the meeting. Phone calls Verbal only method of communicating no matter where each other are as long as you both have a phone/mobile phone. This method of communicating can suit a teacher phoning up a student's parents/guardians to discuss anything such as behavior in class and how they can resolve It.

Non electronic methods of communicating

This is a written text on paper than is then given in person or sent through the post to the recipients. This can be suitable from a college to a student's parent/guardian informing them on their child's progress or behavior in the college. This is useful as everything the college needs to say will be in the letter and will be sent directly to their house. Report/charts A report is a document that contains facts or figures based on a project or person. This method of communicating can be suitable for a department reporting to their manager, or the person they need to report all progress to.

This is effective as the manager will be able to see all the facts and statistic where they a positive or negative to the business. Meetings (business term)

A meeting is when employees organize them self to meet each other someone (board room) to potentially discuss new ideas to discuss anything relating to the business. A suitable audience is a manufacture company that is deciding if they should bring out a new model/product. A meeting is effective as all employee can have an input so the head/boss can make the final decisions after everyone's opinion.