

2008  
JANUARY

# VIDEO CONFERENCING.

Friday

Week 3

FAX

DAY 018-348

18

Video conf. → A typical example of VC is the live telecast of budgets and election results. It is also possible that if an expert speaker cannot be physically present to address the meeting, a live telecast of his message or address can be brought to the assembly of people in a meeting or seminar.

Advantage: - (i) substitute for face to face comm.

(ii) Transcending barriers of distance

(iii) Connectivity of different persons sitting at diff places

(iv) Saves in travelling cost of executives

(v) Saves in time of holding meeting

Drawbacks: - (i) Blockage of space

(ii) Heavy capital cost

(iii) Not affordable by business houses of small size scale

FAX: Facsimile: — A facsimile or fax machine is another modern means of communicating the written message especially visual material such as diagrams copies etc. This machine is connected with telephone both at transmitting and receiving end.

For transmitting the message, a document is fed in the fax machine which is converted into electrical signals. These signals are transmitted through telephone lines to another fax which reconverts these signals into printed out hand-copy. Then the receiving fax machine sends a message confirming the receipt of entire message.

Important Notes

| 2008 | FEBRUARY |    |    |    | 2008 | MARCH |   |    |    |    |    |
|------|----------|----|----|----|------|-------|---|----|----|----|----|
| Mon  | 4        | 11 | 18 | 25 | Mon  | 31    | 3 | 10 | 17 | 24 |    |
| Tue  | 5        | 12 | 19 | 26 | Tue  |       | 4 | 11 | 18 | 25 |    |
| Wed  | 6        | 13 | 20 | 27 | Wed  |       | 5 | 12 | 19 | 26 |    |
| Thu  | 7        | 14 | 21 | 28 | Thu  |       | 6 | 13 | 20 | 27 |    |
| Fri  | 1        | 8  | 15 | 22 | 29   | Fri   |   | 7  | 14 | 21 | 28 |
| Sat  | 2        | 9  | 16 | 23 | Sat  | 1     | 8 | 15 | 22 | 29 |    |
| Sun  | 3        | 10 | 17 | 24 | Sun  | 2     | 9 | 16 | 23 | 30 |    |



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Week 3

Saturday

EMAIL

DAY 019-347

2008

JANUARY

Email-

Email stands for electronic mail. Email transmits the written message via computers connected on network. For access to network area, a computer, a telephone, a modem with software are needed on e-mail.

Today e-mail reaches many millions of people across the globe. In a large organization e-mail connectivity is established across numerous locations such as branch offices, regional offices, service units and training centres. Each e-mail location is identified by a unique e-mail identification.

Advantages: -

1. In the present business world rapidly advancing towards less formal structure, Email facilitates more paperless office and enables the employees to function even without sitting at office.
2. Email has created an easy comm. link among executives and employees transcending hierarchical barriers and has facilitated them to work at home beyond their duty hours.
3. It is much cheaper.
4. Email messages are always clear and easy to read.

20 Sunday

Important Notes

| 2007 |    | DECEMBER   | 2008 |   | JANUARY     |
|------|----|------------|------|---|-------------|
| Mon  | 31 | 3 10 17 24 | Mon  | 7 | 14 21 28    |
| Tue  |    | 4 11 18 25 | Tue  | 1 | 8 15 22 29  |
| Wed  |    | 5 12 19 26 | Wed  | 2 | 9 16 23 30  |
| Thu  |    | 6 13 20 27 | Thu  | 3 | 10 17 24 31 |
|      |    | 7 14 21 28 | Fri  | 4 | 11 18 25    |
|      |    | 8 15 22 29 | Sat  | 5 | 12 19 26    |

