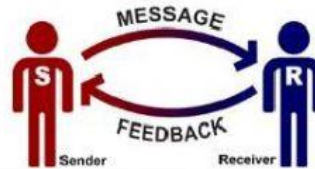# WHAT IS PERSONAL COMMUNICATION ?

TECHNOLOGY

ACTIVITY 13

The communication between sender and receiver is known as personal communication. The means of personal communication are:

- Telephone
- Telegraph
- Postal system

MESSAGE

FEEDBACK

Sender   Receiver

PERSONAL COMMUNICATION

POST

The postal service enables us to send letters, postcards and small packages to people.

It is a public service and the price depends on the weight of the letter or package, and on where we want to send it to.

There are also private **courier companies** that send letters and packages.
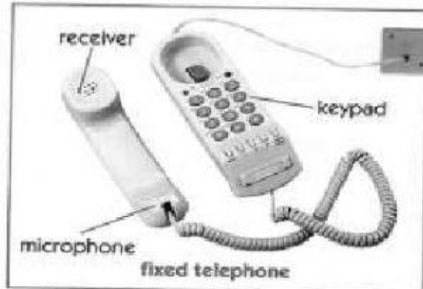
THE TELEPHONE

The **telephone** enables us to talk to a person who is far away from us.

To talk to this person, we need two telephones, both connected to the **telephone network**.

Telephones can be **fixed, cordless** or **mobile**. They have three parts:

- A **receiver** for listening to the other person.
- A **microphone** for speaking into.
- A **keypad** for dialing the number.

THE PARTS OF A PHONE

receiver

keypad

microphone

fixed telephone

HOW DO LETTERS AND PACKAGES TRAVEL?

① Prepare the package and write the address.

② Check the weight.

③ Sort the post.

④ Distribute the post.

⑤ Sort the post again.

⑥ Deliver the post to the recipient.

The keypad of a telephone has at least ten keys with numbers from 0 to 9.

...eed to write

COMMUNICATION

a. Have you ever sent a letter? _____

b. What do we use postal service for nowadays? _____

THE FAX MACHINE

We use **a fax machine** to send and receive written documents, photos or drawings through the telephone network.

To send a document, we have to insert paper into the fax machine and dial the number.

In a few minutes the recipient receives a copy of the document in his or her fax machine.

White paper to receive documents through the fax machine.

A keypad to dial the recipient's number.

Telephone receiver

Place to insert documents to be sent.

Screen for messages.

Information is sent by fax through the telephone network.

E-MAIL AND CHAT SERVICES

E-mail (electronic mail) enables us to send and receive written documents, images and sounds.

To have access to e-mail, we need to use **a computer** connected to the internet.

Both the sender and the recipient need an **e-mail address**.

Chat rooms enable us to exchange messages instantly with other people connected to the internet.

E-mail and chat are means of internet communication.

- **THINK AND ANSWER**

a. Write these words in order, from the oldest to the most modern forms of communication.

E-MAIL / TELEPHONE / FAX / MOBILE PHONE / POSTAL SERVICE

b. Which forms of communication need a computer to work?

_____

c. What´s the difference between sending a fax and sending an e-mail?

_____