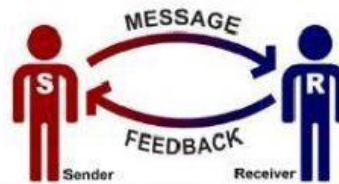


## TECHNOLOGY ACTIVITY 13

- Telephone
- Telegraph
- Postal system



POST

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** 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.

## A black and white photograph of a standard office telephone. The telephone is white and has a coiled cord. It consists of a handset (receiver) and a base unit. The handset has a circular speaker area at the top and a small microphone at the bottom. The base unit has a numeric keypad and several function buttons. Labels with lines pointing to the parts are: 'receiver' pointing to the handset, 'keypad' pointing to the numeric keypad on the base, 'microphone' pointing to the small mic on the handset, and 'fixed telephone' pointing to the base unit. The entire image is enclosed in a rectangular border.

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

## HOW DO LETTERS AND PACKAGES TRAVEL?



## THINK AND ANSWER

- Have you ever sent a letter? \_\_\_\_\_
- 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

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

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

--	--	--	--	--

- Which forms of communication need a computer to work?

\_\_\_\_\_

- What's the difference between sending a fax and sending an e-mail?

\_\_\_\_\_