

Communication

The process of sending and receiving messages from one place to another is called communication. Communication means the exchange of thoughts, messages and information between two or more people. In ancient times, people used to communicate with their near and dear ones through signs and symbols. They used to send messages by beating drums and by signalling through smoke and fire. Smoke signals are used by army personnel even today to send messages. Today, communication has become very fast and easy. There are various means of communication.

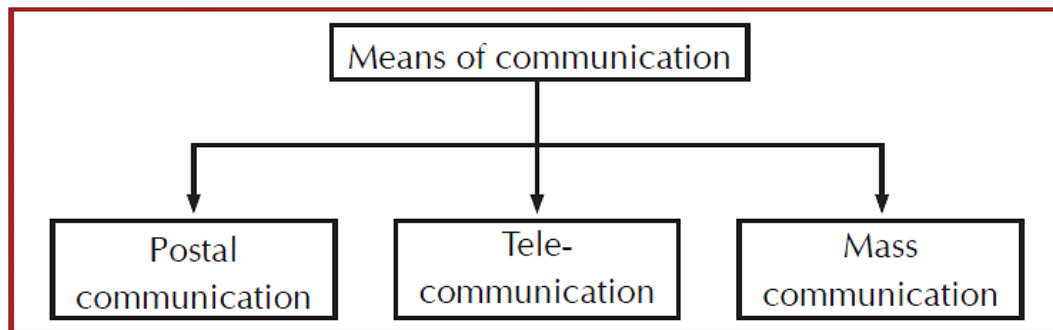


Egyptian Signs and Symbols



Smoke Signal

MEANS OF COMMUNICATION



Postal communication

Postal system is the cheapest and the most popular means of communication. We can buy letters, postcards, money order forms, etc. from the post office.

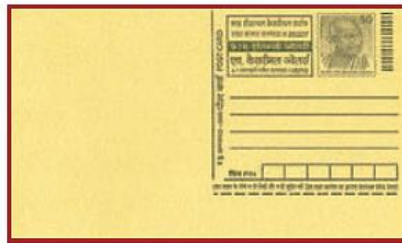
We can send or receive letters or messages through post. Post offices serve this purpose. Postal services were opened to Indians in the year 1837. Today, there are more than 1,50,000 post offices in our country. We use inland letters, postcards, mailing envelopes, etc. to write our messages and send them to the desired address. Stamps are available at the post office. We paste stamps on the envelope.

Urgent letters can be sent through speed post or by courier. The postman delivers letters at the destination. The PIN (Postal Index Number) code ensures fast delivery. Money order service is also available in post offices. We send and receive money through money orders. These days post offices provide various other services such as banking, insurance and ATM facilities.

GO FACT: Earlier, urgent messages were sent through telegrams. These telegrams were sent through telegraph offices. In India, this service is no more in use with the prevalence of smartphones, mobiles and other smart devices.



Post Office



Postcard



Stamp

Telecommunication

Telecommunication is a widely used means of communication. It exchanges information among specific distances by electronic device. It is a direct means of communication. In modern times, we use electrical devices, such as telephone, mobilephone, smartphones, fax, computer, etc., for sending or receiving messages, calls or video conferencing.

Telephone: A telephone is the fastest means of communication. We can talk to any person in any part of the world over the telephone. The telephone was invented by Alexander Graham Bell in 1876.



Old telephone

Mobiles: Cellular phones, commonly called cellphones or mobiles, are portable. Today, people prefer to buy mobilephones or smartphones instead of telephones

because they are handy. These have multiple uses such as doing a phone call, sending SMS (Short

message system), surfing net chatting clicking a photo or video, listening or recording a video. These have enough storing or saving space. There are other utilities such as maps,

radio, games, calculator, etc. Therefore, smartphones are rapidly becoming popular these days.



Mobile

Fax: A FAX (Facsimile Automated Xerox) machine uses a telephone line for instantly sending written messages; letters can be sent via FAX by clicking a button. This can be done by connecting a FAX machine with a telephone line.

Internet: It is one of the advanced means of communication. We can communicate with people anywhere in the world easily with the help of an internet. We can send an electronic mail (E-mail) through the internet. We can download or upload images, games, videos, movies, information etc. on an internet. We can use internet on computer, laptop, mobiles and smart phones. These days internet is used in offices banks, airports, educational institutions, passport offices, studios, etc.

Mass Communication

Mass communication is the distribution of information to a wide range of people. We can communicate a message to a large number of people at different places through various means of mass communication. Radio, television, newspapers, magazines and smartphones are known as means of mass communication or mass media. They provide us with a great variety of information and entertainment.



Newspapers



Radio



Television

Social media through the means of social networking sites provide a platform for online community to share and discuss various issues, views and ideas with large number of public at the same time.

KEYWORDS

- Portable: handy and can be carried along.
- Rapidly: occurring with great speed.
- Instantly: at once; immediately.

SUMMARY

- Sending and receiving messages from one place to another is known as communication.
- Postal service is the oldest and cheapest means of communication.
- To send or receive messages, we can use letters, SMS and telephones.
- Telephones and mobiles or smartphones are the fastest means of communication.
- Television, radio, smartphones, magazines and newspapers are means of mass communication.
- An internet has a wide variety of uses.