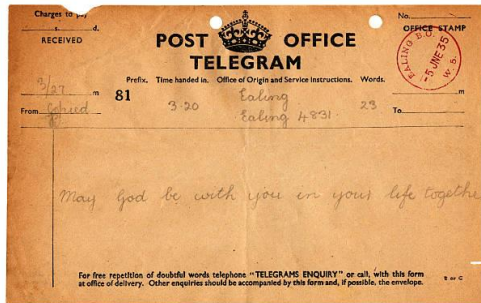


Chapter- 16

Sending Messages

STUDY NOTES



- When we share our thoughts, ideas and feelings or exchange information with people
- we say we are communicating.
- Speech is the fastest method of communication between people. However, when we have to share our feelings or exchange information with people who are not physically present with us, we send messages.
- There are several ways of sending messages.
- We can send a letter or telegram to a friend, talk to her over the phone, or send an e-mail.
- Long ago, people sent messages through carrier pigeons or had to send someone with the message. However, we now have more reliable and faster methods of sending messages.



Postal System

- The postal system was established for sending messages.
- There are thousands of post offices all over India.
- We can send letters through different post offices.
- We can also send money orders.
- Post office also offer courier services, known as Speed post.
- Letters sent through Speed post takes only one or two days to reach any city in India.
- services are also offered by a number of other private companies in India.

E-mail

- A very convenient and fast method of sending messages today is electronic mail or e-mail. E-mails are sent through computers connected to the Internet.
- These days, e-mails can also be sent through mobile phones.



Telephones

- The telephone is the fastest and most convenient means of sending spoken messages. Almost every city and town in India is now connected by telephone.
- We can instantly talk to anyone anywhere in India or in the world through the telephone. To talk to someone in another city in India we use the STD (Subscriber Trunk Dialing) facility.
- To talk to someone in another country, the ISD (International Subscriber Dialling) facility is used.



Cell Phones

- Mobile or cellular phones are phones that can be carried along with you.
- They are very convenient.
- We can also send short messages through our mobile phones, using Short Messaging Service (SMS).



Smartphones

- These days, smartphones are popular.
- Apart from allowing you to make calls, smartphones can be used to connect to the Internet, send and receive e-mails, take pictures and view them, and download and listen to music.



Fax

- To instantly send written messages or pictures, we can use the fax facility.

- A fax (or a facsimile) is a document sent over the telephone. For this you need a fax machine connected to a telephone line.



Mass Media

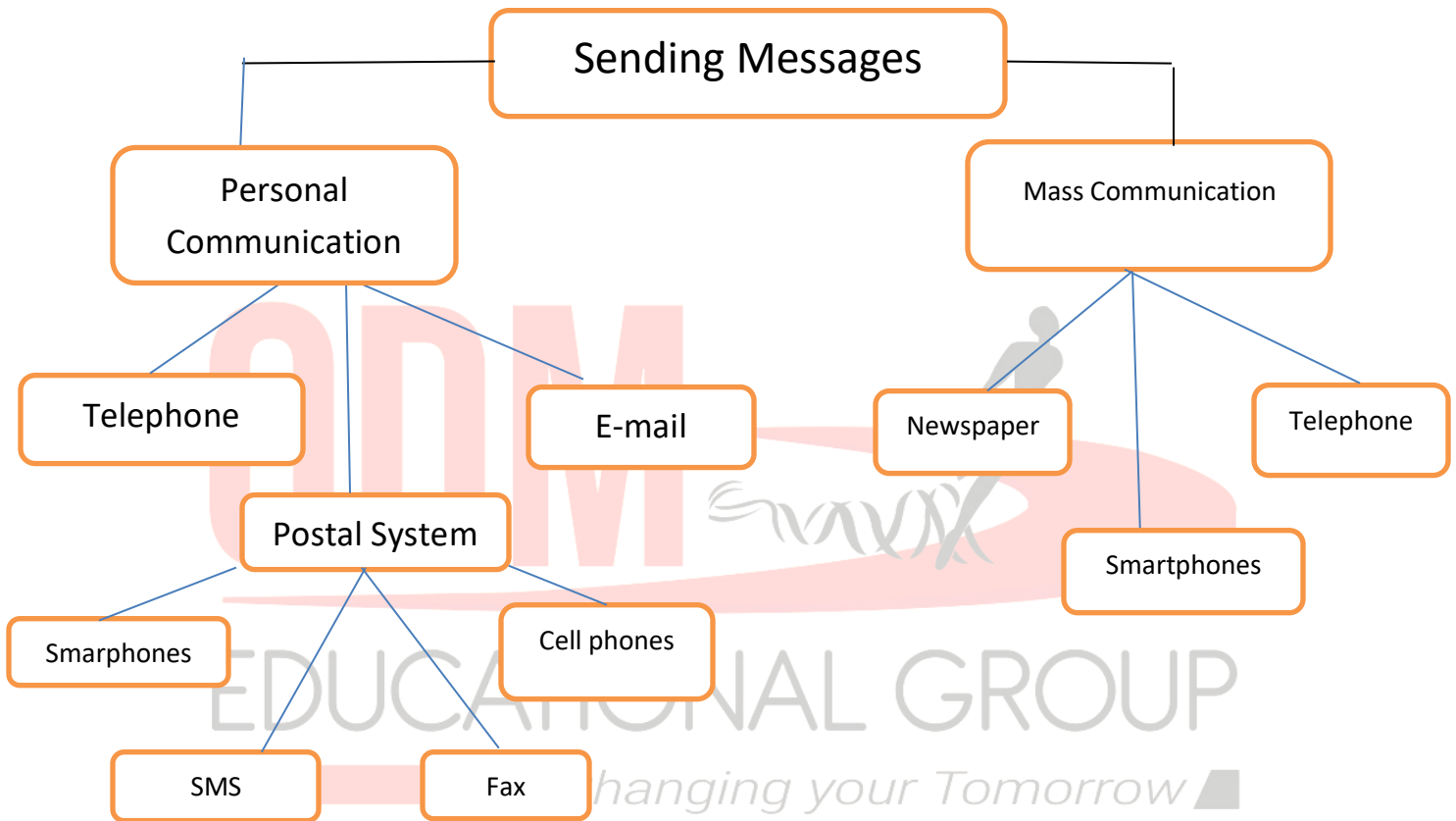
- Till now we have talked about personal communication, or one person sending messages to another.
- But often we also need to send messages to a large number of people at the same time.
- This can be done through newspapers, radio or television.
- These are called mass media.
- They are means of mass communication, that is, Communication a message to a large number of people.
- Newspapers give information about events from all us news and over the world.
- A large number of newspapers are published in India, in several Indian languages.
- The radio gives us news, and educational and entertainment programmes.
- It is very useful for people who cannot read or write. Radio signals can be received all over India. The FM (frequency modulation) radio stations, like Radio Mirchi and Radio City, have become very popular in our cities.



- News, educational and entertainment programmes telecast on television are watched by millions of people.
- Important sports and cultural events can be shown live (pronounced live') on television.
- This is possible because of satellites.

- Television signals from one part of the world can be sent to another part of the world through satellites.
- Television signals can also be received all over India. Since television sets are expensive, our government has installed television sets at community centres in several villages in India.

MEMORY MAP



Let's Know More

I. Fill in the blanks.

1. The word communication is derived from _____.
2. The radio broadcasting is developed in _____.

Let's Do

A. Write T for true and F for false sentences.

1. In the olden days, people sent messages through sparrows.

2. The courier service offered by post offices in India is known as Speed post.
3. For sending an e-mail, an Internet connection is necessary.
4. Newspapers are the most popular means of mass communication in India.
5. Television and radio signals can only be received in important cities in India.

B. Understand and Answer:

1. Name the different ways of sending messages through post offices.
2. What are the advantages of speed post over ordinary postal delivery?
3. Why are telephones such a popular means of communication today?
4. You have just completed painting a picture and want your father to see it. But your father is in another city. Which method of communication can you use?
5. What do you understand by mass media?
6. How do satellites help in sending television signals?
7. Write about the latest means of communication like e-mails, cell phones and smartphones.

C. Multiple choice questions.

1. Messages sent through computers connected to the Internet are called
 - a. fax
 - b. e-mail
 - c. speed post
 - d. SMS
2. The fastest way to communicate is through
 - a. telephone
 - b. e-mail
 - c. newspapers
 - d. letters
3. Smartphones can be used to
 - a. make phone calls b. send e-mail c. listen to music
 - b. send e-mail
 - c. listen to music
 - d. all of these

4. Which of these is considered as mass media?
- newspapers
 - Television
 - Radio
 - all of these
5. Important events can be shown live on television because
- TV stations are present all over the world
 - TV signals are sent through electric wires
 - TV signals are sent through satellites
 - TV signals can travel around the world

Teacher's Note

- Why do you think the television is the most popular means of mass media today?

Improve Your G.k

Emails apparently have the best chance of being opened within the first hour of arriving in your inbox. After that, the open rate drops to 5 percent after four hours and only 1 percent after 24 hours.

Answer Key

I. Fill in the blanks.

- Latin
- 1920

Let's Do

A. Write T for true and F for false sentences.

- False
- True
- True
- False
- False

B. Understand and Answer:

1. Ans. The different ways to send messages through post offices are:

- a. We can send money orders and parcels.
- b. Post offices also offer speed post which take one or two days to reach any city in India.

Ans.

- a. Speed post which takes one or two days to reach any city in India.
- b. If we want to send any document urgently then It will post it faster than usual.

3 Ans.

- a. Telephones such a popular means of communication today because it is the fastest and most convenient means of sending spoken messages.
- b. We can talk to any person living in our own country or in other country.

4. Ans. I will use FAX facility to send written messages or pictures instantly.

5 Ans. When we need to communicate or send messages to a large number of people at the same time, it is done by newspaper, radio or television are called mass media.

6 Ans.

- a. Television signals from one part of the world can be sent to another part of the world through satellites.
- b. Satellite TV works by broadcasting video and audio signals from geostationary satellites to satellite dishes on the Earth's surface.

7 Ans.

E-mail

- a. E mail- A very convenient and fast method of sending messages today is electronic mail or e-mail.
- b. E-mails are sent through computers connected to the Internet. These days, e-mails can also be sent through mobile phones.

Cell phone

- a. Mobile or cell phones can be easily carried with us.
- b. We can also send short messages through cell phones or mobile phones.

Smart phones

- a. Cell phones can be used to connect to the internet, send and receive e-mails.
- b. We can also take pictures and view them and download and listen to music.

C. Multiple choice questions.

1.. Messages sent through computers connected to the Internet are called

b. e-mail

2. The fastest way to communicate is through

a. telephone

3. Smartphones can be used to

d. all of these

4. Which of these is considered as mass media?

d. all of these

5. Important events can be shown live on television because

c. TV signals are sent through satellites

