

Communication means exchange of information or news. Communication is the most powerful and important aspect of human life. Human being cannot live without communication. Today, internet has become the powerful source of communication. In the previous classes, you have learnt about e-mail and web browsing. You can type and send matter electronically to the relevant e-mail ID. This e-mail will be delivered within fraction of seconds to the receiver. And there is no limit to the number of receivers. Some web-based services like Microsoft, Yahoo and G-mail provide us the free e-mail service. We can send e-mails using these services easily and quickly.

There are also other means of communication. Let's learn about them.

Chatting:

Chatting is talking to other people who are online at the same time when you are. Usually, chatting means exchange typed messages. But you can do audio and video chatting using headphone, mike and webcam. For chatting, you need chat site and group of users. This group of users may or may not know each other. The chatting service is available through the Chat Rooms. In chat room, many users having common interest can talk to each other by posting text messages. Many companies use chatting for official use. Web sites like teenchat.com, icq.com, talkcity.com offer chat rooms facilities. You can also chat using web applications like Google+Hangouts and Skype. Social networking sites like Facebook also provide chatting facility.

Instant Messaging:

In Instant Messaging computer users exchange typed messages in real time via internet. Unlike chat, instant messaging is the communication between known users. So, you can create your own contact list. You can also create sort of private chat room with other individuals. When somebody on your contact list is online, instant messaging will alert you. You can then start chat session with that individual. IM service works faster than your e-mail service. Some features provided by IM service includes: Instant messages, creating chat rooms, share web links, sending videos, etc. Some of the most popular of the Web IM services are Meebo, AIM, Yahoo, Skype, MySpace, Facebook, MSN, GTalk, ICQ, Jabber, and Flixster. To use these IM services, you need to download a browser.

Do's and don'ts for Online Chatting and Instant Messaging:

- Use screen name while chatting.
- Check the terms and conditions and privacy statements.
- Communicate with known person/contact list persons of your IM.
- Do not disclose your personal or sensitive information such as password, bank account information, credit card information, address and telephone number.
- Do not agree to meet any unknown person.
- Do not download files from the unknown person.

Video Conferencing:

Video conferencing is the live video interaction. It allows users from various and far away locations to have face to face communication. Here, users can be in different cities or even different countries. You need computer, internet connection, web camera, microphone, video screen and sound system for video conferencing. In video conferencing, three or more persons can sit in virtual conference room and communicate.



The video-conferencing is mostly used in the business. Benefits of video conferencing are as follows:

1. It reduces travel cost.
2. It saves travelling time.
3. More focused and improved conversation.
4. Management can easily and quickly communicate with employees at multiple locations.
5. You can conduct training program at various locations.
6. It is useful in the distance education.

News Groups:

News Groups are internet based discussion groups. In news group, people with similar interest can talk/share about particular topic. The topic of discussion can be anything current. Message posted on the News Groups can be viewed by any group member. News Groups are categorised by names and topics. To participate in the group, you have to subscribe to that particular news group. Participating in news group doesn't cost anything. News Groups make up largest bulletin board system in the world because of their global spectrum. There are many Newsreader programs that enable you to access and participate in News Groups. Netscape Messenger is used to post and read the news groups. You can access News groups by clicking a link to the web page and through search engines.

News Groups are categorised into different forms which are designated with * sign. You can read them from right to left.

e.g. comp.* : It is the discussion group of computer related topics.

talk.* : It is the discussion group of contentious issues like politics.

Mailing List:

Mailing list is the list of names and addresses of people to whom material, i.e. newsletters, advertising, information or magazine may be mailed. Here, a person sends message to one central address. This message is then sent to each subscriber of list as e-mail. You can easily subscribe or unsubscribe to mailing list. Every mailing list has administrative address. You just have to send a message to this address, saying whether you want to subscribe or unsubscribe the mailing list.