Composing faxes, memorandums and emails

Task

Hopefully, you took in as much of the information in this 4th module as possible. To find out how well you have done, complete the following worksheet.

We recommend that you allocate at least 30 minutes to this worksheet.

SELF-MARKING

At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

| Activity #1 | 10 minutes |

Write a paragraph explaining the advantages of internet faxing.

Write or type your answer here

10 minutes

Briefly describe the purpose of a memorandum.

Write or type your answers here

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

IP faxes 1_____ data over an office intranet that is designed to be networked from one multifunctional device to an 2_____ address of another. IP fax reduces costs of transmission 3_____. IP faxes do not require any dedicated servers to make use of office mail 4_____.

As 5_____ began to be used on a wider scale on personal computers, they are now used to send out faxes directly. This is much easier, 6_____ and more cost-efficient compared to printing hard copies and then having to send them out by fax machines. Documents can now be directly printed to 7_____ faxing software and sent by a computer modem to the recipient.

VoIP stands for Voice over Internet 8_____, a new standard T.38 that was made to compress fax signals over a VoIP adapter and create a 9_____ in order to receive. Most fax machines can be plugged into them in the same way as a conventional fax machine. Unfortunately, T.38 can be quite unreliable and the efficiency would depend on your area, server and 10_____.

Write or type your answer here

1

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Activity #1

Advice and Feedback

Over time, fax technology has evolved and modern offices have replaced their units with e-faxing, or internet faxing. Employers within an organisation can enjoy the following advantages of e-faxing: no additional hardware or telephone lines are required and you can use paperless communication in addition to email. Also, users can send multiple faxes at the same time, receive a reduction in phone bills and can send a fax from anywhere in the world with an internet location. Furthermore, e-faxing enables you to send and receive faxes from any device.

Activity #2

Advice and Feedback

A memorandum is a reminder tool that is used within an office to instruct, remind or highlight specific issues. The primary purpose of a memorandum is to support decisions that need to be made or influenced. Whether the decision is a particular problem, a proposal or a current event, a memo will serve to convey a message regarding the issue at hand.

Activity #3

Answers

1. Transmit   2. IP   3. Fees   4. Servers   5. Modems   6. Quicker   7. Internet
8. Protocol   9. Gateway   10. Connection

SUMMARY

Now that you have studied Module 4, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.