

# Communication

---

Communication

---

---

---

Methods of Communication



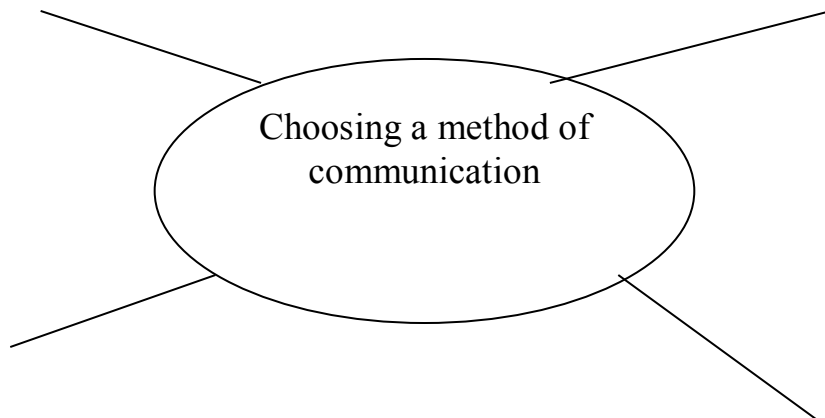
Written  
Communication



Oral  
Communication



Visual  
Communication



Internal Communication

---

---

---

External Communication

---

---

---

Memorandum

|        |
|--------|
| To:    |
| From:  |
| Re:    |
| Date:  |
| <br>   |
| Signed |

Report

Headings used in a Report

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

***The Teachers are proposing that the half day on a Wednesday be changed to Friday. The Students council conducts a questionnaire and puts the results in a report for the Principal. Write this report.***

## Report

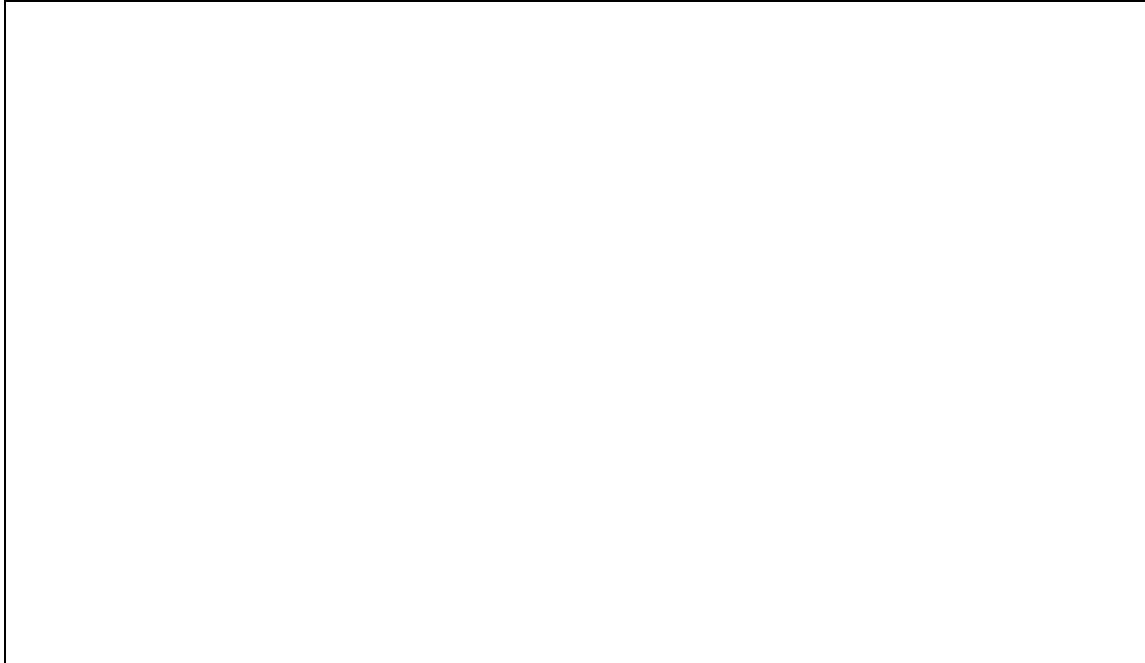
## Visual Methods of Communication

Sportsstyle Ltd has a number of shops throughout Leinster. It sells football jerseys of the top county teams.

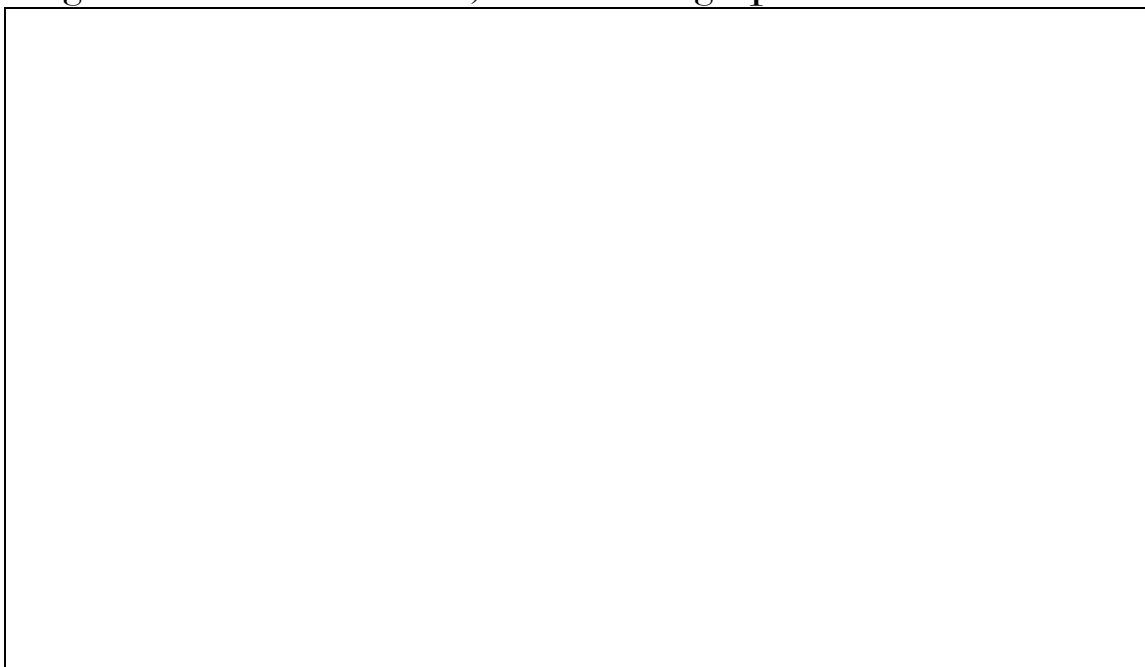
In 2003, sales of jerseys were as follows:

|           |       |        |       |         |        |           |
|-----------|-------|--------|-------|---------|--------|-----------|
| Team:     | Meath | Dublin | Laois | Kildare | Offaly | Westmeath |
| Quantity: | 4,000 | 5,000  | 2,500 | 3,000   | 1,500  | 2,000     |

Show this information on a Bar Chart



Using the information above, draw a line graph



Below are the Number of students on detention in a given half term (6 weeks). This information is to be used at a staff meeting and you are asked to draw a pictogram (using stick men to represent students) that can be used at the meeting

|                  |          |          |          |          |          |          |
|------------------|----------|----------|----------|----------|----------|----------|
| <b>Week:</b>     | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> |
| <b>Students:</b> | 4        | 5        | 4        | 3        | 6        | 2        |



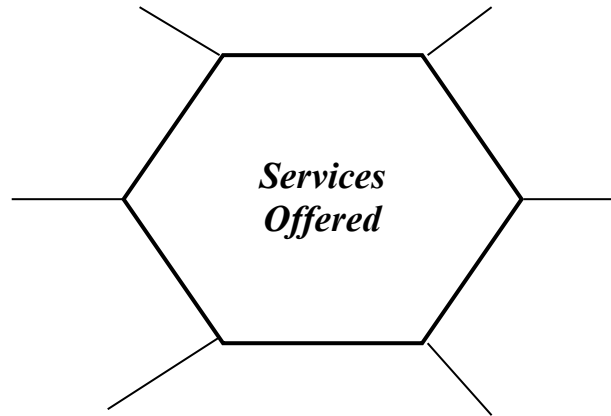
## Agencies that are involved in Communication

An Post

---

---

---



Eircom

---

---

---

