Ch. 2 Assignment

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[Name of the Institution]

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Instant Messaging, Emails and text messages are some of the commonly used communication methods that are used across the board these days for formal and informal communication. All these three have their share of benefits and drawbacks and it all depends on the context and the purpose of the communication. In terms of the relationship and communications IM’s and text messaging as they are more inclined towards informal communication where emotional impulses can be communicated. The amount of stress is also low as compared to e-mails where one has to make sure that they articulate their response or initiate an e-mail carefully as it can be used as a piece of evidence in the organizational culture. E-mail tends to take more time as well but again, they are used for interorganizational communication and formal communications and thus they need time and effort at the part of the user. The convenience though is said to be more when it comes to the instant messaging and text messages. As far as how the work is supposed to be done, it depends on the nature of the task and how it eventually rolls out. It varies from one situation to the another. Now, as far as being published is concerned, the e-mails I assume are going to be more appropriate as they allow sufficient space and time to the user in terms of how they are handling the information at the particular point of time and one drafts the message a bit more carefully when it comes to the e-mails. They play a much more important role in my career and even though the ease of usage is going to be increased with the passage of time, e-mail is something that would always remain an ultimate form of communication across the board in an organization at the particular point of time.