

Welcome to a Presentation on

**Technology Mediated Communication Skills**

**in**

**Changed Administrative Scenario**

**At**

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**Do You Agree?**

**Technological change is an increase in the efficiency of a product of process that results in an increase in output without an increase in the input.**

# Understand to Implement

- What do we understand about Administration?
- What is it that has changed?
- Can you track the journey of the Change?
- Why do you think it has changed?
- Can we imagine a world without communication?
- Why do you think **Communication** is a skills?
- What do you think is the importance of Communication Skills in such context?
- Do we know how to communicate?
- What is the technology that is mediating (used for) communication?

# Technology as a driver of Change



**Technology is Change**

**Technology is a  
Trouble Shooter**

**Technology for  
Transaction  
(Communication)**



Essentials

**Budget your content  
for communication**

- Clear
- Concise

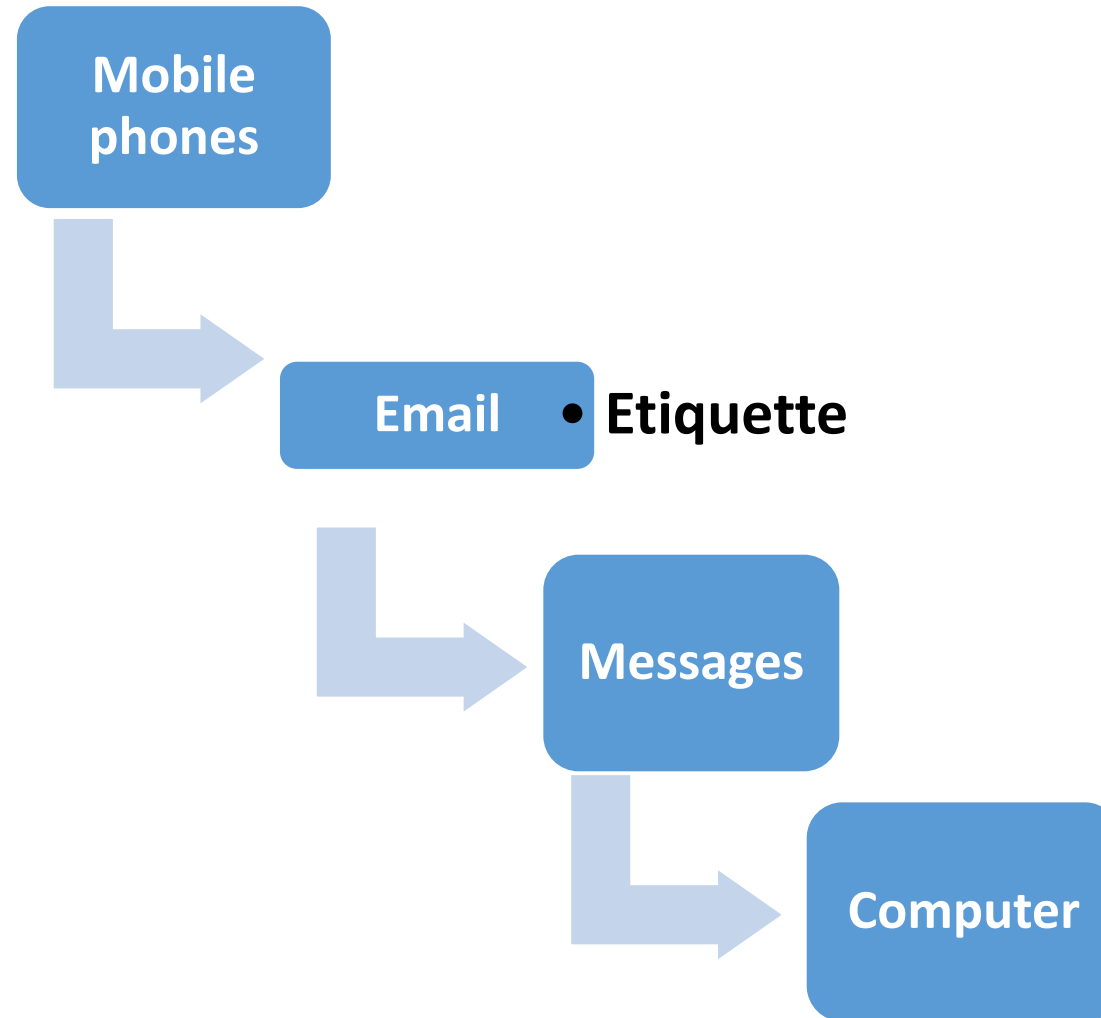
**Budget your time**

- Don't Misuse
- Don't Abuse

**Improve  
Interpersonal Skills**

- Do not Clog
- Do not Troll

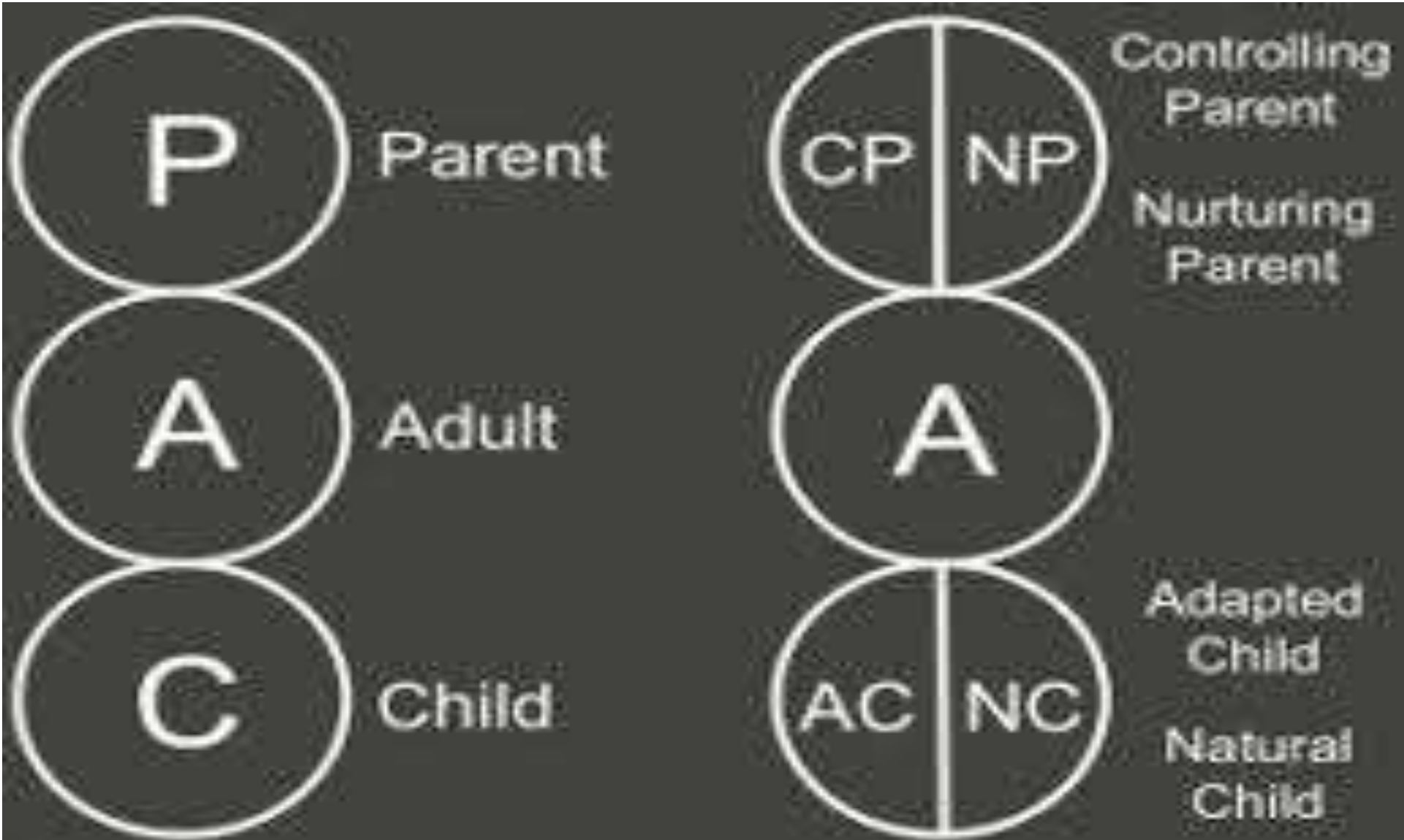
# Technology for Transaction



# Choosing to Communicate

- Channels of Communication
- Medium of Communication
- Tone : It expresses the writers attitude toward or feelings about the subject matter and audience.
- Tone creates mood
- Diction : choice of vocabulary and style of expression
- High Diction (using lofty language)
- Low Diction (using everyday language)

# Transactional Analysis





- Thank You

Any Questions?

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