

Unit 6

Networking essentials

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# **P1. Describe how to use a network can improve communications in organisations (e.g. communicate with individuals, customers, functional areas.)**

Network can improve their organisations using internal or external bodies.

## **Internal ways of communication**

### **Face to face.**

Face to face meeting are used quite often. Their cost can either cost a lot or be cheap depending on where you are meeting or how many people are meeting. They are easy to talk and come to a conclusion quicker. You can see how the person is saying the speech by the facial expressions.

### **Letters**

Letters are short formal documents. They are sent to people who have not got a network. They are very personal to each contact that are sending and receiving the letters. They can be misunderstood for spelling or wording. Can be formatted to made look neat so reader can understand what they are going to read.

## **External ways of communication**

### **Emails**

Email is an easy way to send information in a network. They can include files which can be attached to a document so you can send information across the network. You can set a structure to an email so it looks neat and tidy. They can be personal to both contacts.

### **Memos**

Memos are a short way of contacting someone. They are very brief and simple so they can be understood easy. They are good to send messages to people because they are fast and easy to set up.

## **Comparing the different way of communicating**

### **Letters vs. emails**

Emails are quicker to send and receive then letters. You can keep track of your emails to see if they were sent. Letters are more personal to you and the contact. Emails can be go down if the network goes down so letter would be easier in that option but letter can get lost in the post. You can send emails to more then one contact at a time not like letters.

## **Videoconferences vs. telephones**

Telephones and videoconferences are similar. With videoconferences you have to wait for a date and set up a conference, but a telephone you can start at any time. Videoconferences cost a lot more to set up and spend a lot of time. You can save time and money using telephone calls. You can contact some one easy with a telephone just dialling a number. With videoconferences, if the network is down, there will be problems with the communication.

## **Conclusion**

I think that external ways like emails and memos will be a better way to communicate with the business because it is a faster service and it will speed up the business commutation.

## **P2. Describe how a network is used by an organisation to manage its resource.**

You have a central place for data access and storage. You have the ability to share files easily among computers. You have a central place to control how your users use the network resources. Your users do not have to pass removable media around to share files and information.

### **File sharing**

You can share files with people in a network if the network is set up. Therefore files can be share using hardware like printers, fax machines and scanners. This is easy if the intranet is used because you do not have to use the internet.

### **Software sharing**

You can put software on a server which can be used to install on all the computers. Therefore you do not have to mess around installing it on all the computers if you didn't have a server. This saves money and time.

### **Data Protection act**

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless —
  - (a) At least one of the conditions in Schedule 2 is met, and
  - (b) In the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
- 2 Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- 3 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- 4 Personal data shall be accurate and, where necessary, kept up to date.
- 5 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 6 Personal data shall be processed in accordance with the rights of data subjects under this Act.
- 7 Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 8 Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data