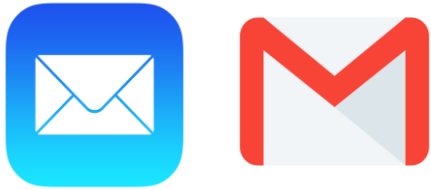




# Types of communication

Here are a few different methods of communication that you will use in both your personal life as well as your work life.



Email



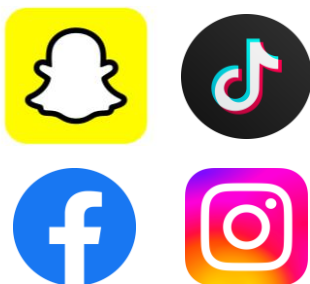
Voice calls



Instant messaging



Video meetings



Social media



Text



# Benefits

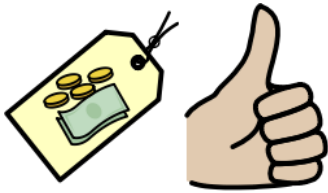
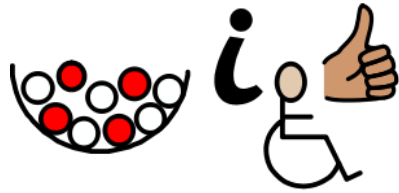
There are many benefits to using digital technology in the workplace.

Here are a few examples:



Faster

More accessible



Cost-effective

Increased productivity



Environmentally friendly