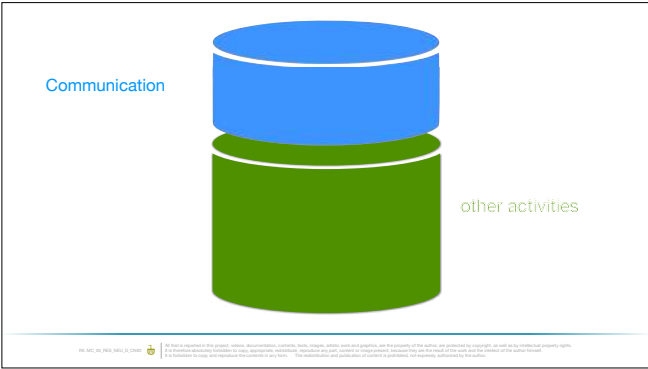




**结果**  
我的通讯



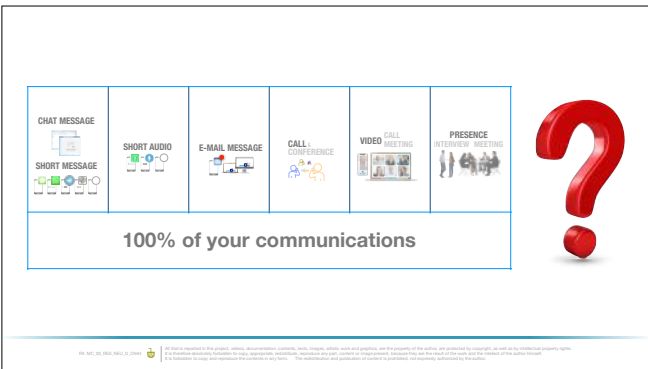
为什么还要谈沟通呢？



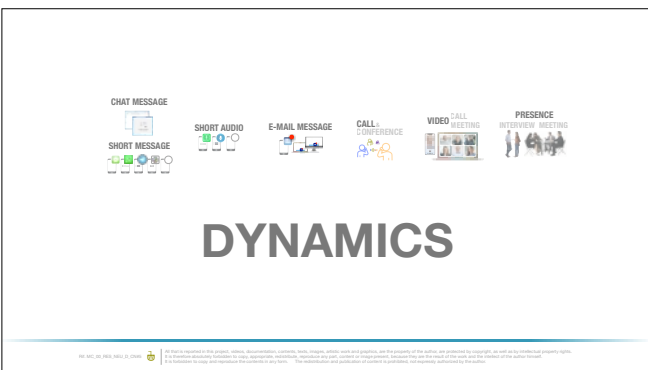
可以说，我们将很大一部分时间用于以我们可用的各种形式进行交流。它本身并不是一项活动，而是为我们所做的几乎所有事情做准备。

**COMMUNICATION**  
mode  
availables

现在让我们看一下我们每天使用的一系列沟通方法。



在您可以使用的不同方法中，您最常使用哪种方法？



让我们尝试通过观察通信方式的演变来了解动态。

在数字世界中，您的沟通方式发生了多大变化？


**How much has your way of communicating in the digital world changed?**



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您的日常对话者的方式发生了多大变化？

**How much has the way of communicating of your usual interlocutors changed?**



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当我们与同事一起工作或讨论最好做什么时，在社交媒体上写新闻或接听电话，向客户或供应商解释我们的立场，在远程会议或工作会议期间，与同事交谈并解决问题电话或消息出现问题。



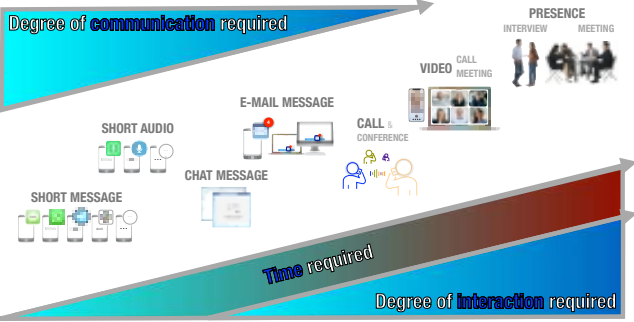
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这种情况如此频繁，以至于我们会自动使用最适合我们、最简单的方法，但也许并不总是最正确的。

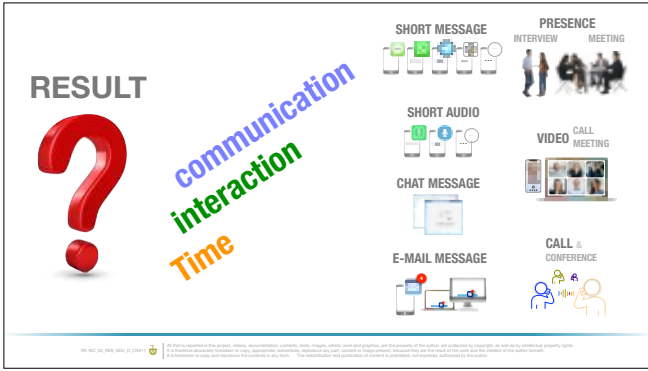
<b>PRESENCE INTERVIEW</b> 	<b>PRESENCE INTERVIEW</b> 	<b>PRESENCE MEETING</b> 	<b>CALL &amp; CONFERENCE</b> 
<b>PRESENCE MEETING</b> 	<b>PRESENCE MEETING</b> 	<b>CHAT MESSAGE</b> 	<b>SHORT AUDIO</b> 
<b>VIDEO CALL MEETING</b> 	<b>VIDEO CALL MEETING</b> 	<b>E-MAIL MESSAGE</b> 	<b>SHORT MESSAGE</b> 

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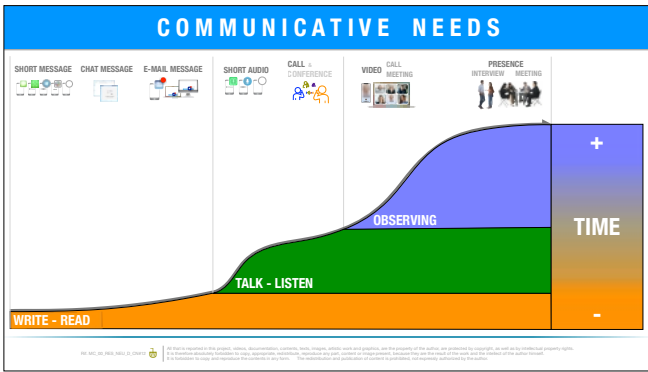
为了定义媒介的选择，我们需要考虑三个因素：沟通的程度、互动的程度和必要的时间。



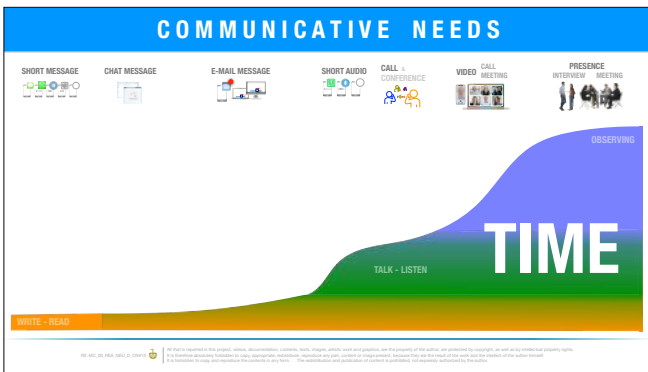
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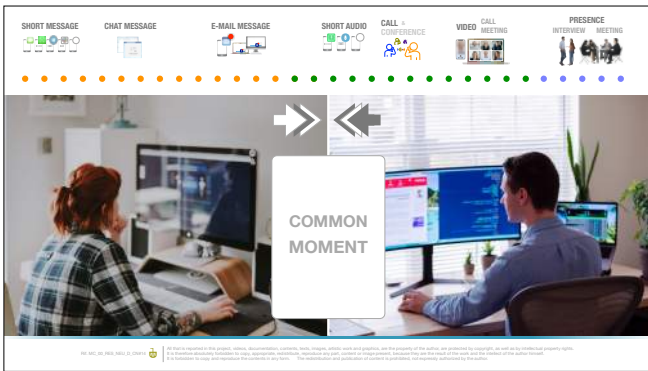
如果我们先问自己真正想要达到什么结果，可能会更容易确定沟通、互动和时间的程度，并相应地选择媒介。



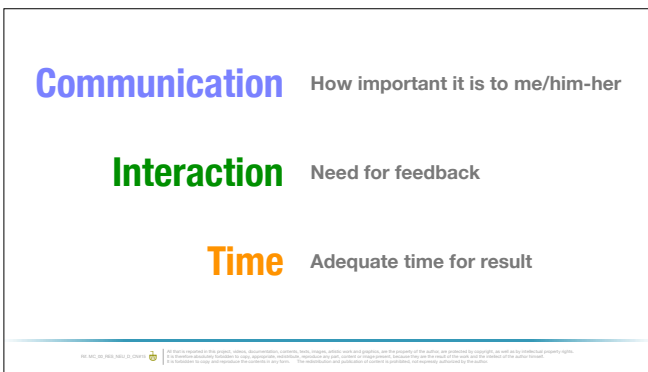
每种可用的手段都决定了沟通的强度：  
写和读。  
边说边听。  
观察。



通信所需的时间可以决定其质量水平。



为了沟通的有效性，我们不能忽视沟通发生的背景。我们每个人都有自己的承诺，或多或少都有合适的时间来阅读电子邮件、接收消息或打电话。它占据一个公共空间，该空间必须可供双方使用。思考我们正在交谈的人以及他们的日常生活有助于我们选择使用的方式。



沟通的程度决定了信息对我或对话者来说有多重要。交互的程度决定了我是否需要信息来完成沟通。满足结果重要性程度所需且充足的时间。



指导我们沟通的动力是什么？

**"To communicate means to allow the interlocutor to have the best conditions to make a decision and/or take action as well as possible"**

沟通意味着让对话者处于做出决定或以最佳方式行动的最佳条件。

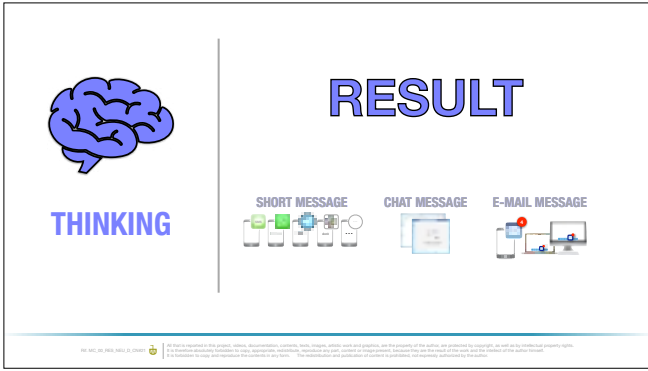
这句话蕴含着沟通的精髓。

**THE WRITING PROCESS**

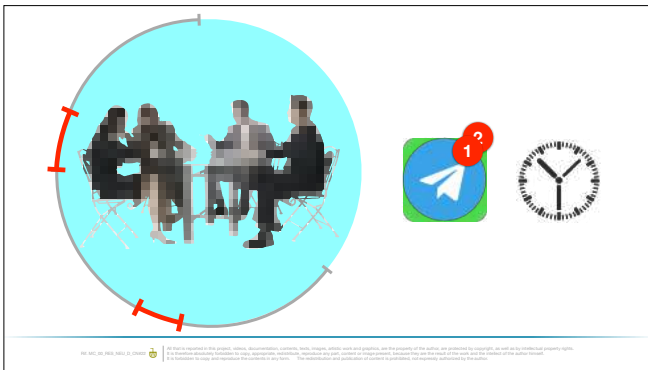
在整个写作过程中快速有效地写作。

**THINKING      WRITING      READING**

有3个重要步骤：  
思考。  
写。  
阅读我们写的内容。



思考意味着问自己两个问题：  
我想通过这次沟通实现什么目标？  
我认为什么是最合适、最有效的手段。



在会议期间，每次我们收到消息时，我们都会中断工作流程，不仅是我们自己的工作流程，而且是与会人员的工作流程。  
这会延长时间，或者无法实现会议设定的目标。



总之，任何类型的干扰都会降低我们的表现。很明显，我们无法避免所有这些，但您可以限制它们。这意味着想要照顾你的表现和工作时间的质量。



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