

## 考研英语写作素材

: Face-to-face vs. Other Types of Communication PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/110/2021\\_2022\\_\\_E8\\_80\\_83\\_E7\\_A0\\_94\\_E8\\_8B\\_B1\\_E8\\_c73\\_110599.htm](https://www.100test.com/kao_ti2020/110/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c73_110599.htm) Face-to-face vs. Other Types of Communication

When deciding between face-to-face communication and other types, such as e-mail and telephone calls, the kind of communication one thinks is better depends on the definition of “ better ” . Face-to-face communication is usually the most effective form because there is the least chance for a misunderstanding to occur. On the other hand, letters, e-mail, and telephone calls are more efficient means of communication. In my opinion, the latter type of communication is better because efficiency is becoming increasingly important in the workplace. There are times when information must be communicated with exactness, and at such times a face-to-face conversation would be better. However, this is not always necessary or feasible. Many times we have to communicate with people who are far away. Traveling to meet them would be both prohibitively expensive and take a great deal of time. In these cases other forms of communication, especially electronic communication, are more appropriate. In addition, letters and e-mail allow us to have a record of the communication. This can be referred back to later should any dispute arise. Finally, these are types of communication that allow us to send messages when it is convenient. We do not have to match the schedule of another person. In conclusion, letters, e-mail, and telephone calls are more

efficient means of communication than a face-to-face conversation. They allow us to save both time and money. In today ' s world I think these are very important factors to consider. Therefore, I believe that these forms of communication are better.参考译文：面对面沟通与其他的沟通方式决定哪一种沟通方式比较好，是面对面沟通还是其他的沟通方式，如电子邮件、打电话等，要看个人对“比较好”的定义的理解。面对面沟通是最有效的沟通方式，因为发生误会的机会最小。另一方面，信件、电子邮件和电话则是较有效率的沟通方式。依我之见，后面这些沟通方式比较好，因为效率在职场上已变得越来越重要了。有时当必须传递准确的讯息时，面对面的谈话会比较好，然而这种方式不一定是必要或可行的。在许多情况下，我们必须和远方的人沟通，而专程去见他们，费用可能贵得离谱，而且又要花费很多时间。在这种情况下，其他的沟通方式，尤其是电子的通讯方式就比较合适。此外，书信和电子邮件能让我们在通讯时留下记录，以便日后万一发生争论时可留作参考。最后，这些沟通方式使我们可以方便地随时传送讯息，不需要特别去配合对方的时间。总之，信件、电子邮件和电话与面对面谈话比起来是更有效率的沟通方式，能让我们节省时间和金钱。在现今的世界中，我想这些都是必须考虑的重要因素。因此，我认为它们才是比较好的沟通方式。100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)