Electronic Communications – Part 1

Forms of Electronic Communication



Computer Technology

*Mrs. Rees*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Email Definition:*** *Messages distributed by electronic means from one computer user to one or more recipients via a network.*

E-Mail

1. Explain in your own words a pro for email (either one of the ones in the power point, or one of your own)

Define:

1. Spam:
2. Attachments:
3. Domain:
4. CC & BCC:
5. Write two rules of Netiquette:

1.

2.

1. Read the internet safety tips. How many of these tips are you NOT following and need to change? \_\_\_\_\_\_
2. Research online and write a quick sentence about each of the following **common problems** with email.

Delivery Failure:

Junk Mail:

Viruses:

Fraud: Watch the video. Write three things you have learned from this video:

1.

2.

3.

1. Complete the activity described in the power point. Check the boxes below when you have completed each requirement:

**Grading Use Only**

Email Received

🞏

🞏 Login to JSD Google account

🞏 Create email to someone in this class

🞏 Add CC to Mrs. Rees, and BCC to another friend

🞏 Attach a file to the email

🞏 Send the email

🞏 Reply to the email

Cell Phones

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List as many types of Electronic Communication that can be done with a cell phone

2. Choose one of the Cons listed on the power point and look it up online. Find a **reputable** website that talks about this issue. Write at least three facts you have learned from the article:

🞏 Add CC to Mrs. Rees, and BCC to another friend

1.

**Grading Use Only**

Text Received

🞏

2.

3.

3. Read over the Safety tips for texting—how many of them are you NOT following and need to change? \_\_\_\_\_\_\_\_\_

4. Do the activity in the PowerPoint with Remind101.

5. In your own words, what is the difference between Texting and Instant Messaging?

6. Read over the Safety tips for Instant Messaging – How many of them are you NOT following and need to change?\_\_\_\_\_\_\_\_

7. Search the internet to answer the following questions, if you don’t know the answer already!

1. Like Facebook and LinkedIN, do you need permission to follow someone on Twitter? YES NO
2. Twitter is more like
	1. Status updates
	2. Conversations
	3. Social commentary about life
3. Do YOU tweet?

YES NO

Blogs

Define Blog:

1. Blog activity – Do an online search for a blog within the following categories. Answer the questions about each.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **URL** | **# of Followers**(If it shows it) | **Platform**(blogger, wordpress, etc) |
| Photography |  |  |  |
| Art |  |  |  |
| Music |  |  |  |
| Reading |  |  |  |
| Do It Yourself |  |  |  |
| Cooking |  |  |  |

Podcasts

1. Define Podcast:

Teleconferencing

1. Define Teleconferencing:

Skype

Watch the video in the Skype section of the Powerpoint and answer the following questions:

1. Skype is a \_\_\_\_\_\_\_ piece of \_\_\_\_\_\_\_\_\_\_ that you \_\_\_\_\_\_\_\_\_\_\_\_ to PC or Mac (0:29)
2. What device do you need in order to SEE the person you are talking to? \_\_\_\_\_\_\_\_\_\_
3. True or False—you can use Skype to transfer files from one PC to another \_\_\_\_\_\_\_\_
4. How many people can Skype on a conference call at once? \_\_\_\_\_\_\_\_\_\_\_

Chat Rooms

1. Do an online search about chat room rules. List five of them here:

1.

2.

3.

4.

5.

2. Read over the Safety tips for chat rooms. Have you ever broken one of those rules?

Social Networks

1. Take the poll on my website about social networks. Which answer, at the moment, has the most votes? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. According to the graph in the PowerPoint, which social media site is the most used by teens? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Which site is losing the most teens? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Watch the video about Facebook and Work. This may be an angle you haven’t thought of before in thinking before you post. What did you learn from this video?
5. Find an article, following the directions in the Power Point.
6. Type the URL for the article here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Create bullet points below to summarize the effects social media has on the youth, both positive and negative. You must list at least five, with full details.

**Possible Answers**

Quiz

Email

Skype

Podcast

Facebook

Teleconferencing

Blog

Chat room

Twitter

Texting

Instant Messaging

Social Network

Pinterest

Write the correct answers here as you take the quiz

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Score:

\_\_\_

10

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_