Electronic Communication Packet



Computer Technology

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. CC & BCC:
4. Write two rules of Netiquette:

1.

2.

1. Research online and write a quick sentence about each of the following **common problems** with email.

Delivery Failure:

Junk Mail:

Viruses:

Cell Phones

.

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

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:

1.

2.

3.

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:

Podcasts

Define Podcast:

Define Teleconferencing:

Teleconferencing

Skype

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

1. Skype is a **small** piece of **software** that you **install** to PC or Mac.
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

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

1.

2.

3.

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

Social Networks

Check which of the following social media site you use.

* Facebook
* Instagram
* Twitter
* LinkedIn
* Tumblr
* Pinterest

Create bullet points below to summarize the effects of social media has on the youth, both positive and negative. You must list at least five.

Quiz

Write down your score \_\_\_\_\_\_\_/10.