BBT & PDCP 10 – ASSIGNMENT 2
Core Technology Skills – Digital Communication

Curriculum Outcomes:

3. Citizenship
3-1. **Understand human, cultural, and societal issues related to technology.**
3-2. **Practice safe, legal, and ethical use of information and technology, including the responsibilities associated with careers explored in the course.**

Click HERE to learn about the second unit in Digital Citizenship Education, **Digital Communication**. [You will see Assignments 1 and 2 on this website (bbtnb.cdxauto). Read everything and watch the video about electronic mail (email) at the end, but your actual assignments have been condensed into just one assignment and are on this page.]

Next, click HERE to read about the eight characteristics of digital communication.

Finally, click HERE to read this transcription of a portion of an episode of the CBC radio show, "Spark", about dating and relationships and how digital technology has changed the way we "talk" to each other.

After you complete your readings, **answer the questions below** in a MS Word document. [Please use the "Template" we created in MS Word to get started. Make sure the "AutoSave" feature is "Off" then update the "Header" with the proper assignment number ("2"), name ("Digital Communication") and date. Click on "File" then "Save as" and save the assignment on your OneDrive - EECD in your "BBT & PDCP 10" folder in the "Core Technology Skills" sub-folder. Name the assignment "Assignment 2" and make sure the "AutoSave" feature is "On". Type up your responses to the eleven (11) questions then print and submit Assignment 2 to Mrs. Maltby Ingersoll.]

QUESTIONS:

THE BASICS

1.   What is the definition of **digital communication**? (1)

2.   According to the blog post from TopTenReviewPro, what are the eight (8) characteristics specific to digital communication? (8)

3.   In your opinion, what are the three main forms of digital communication today? (Feel free to use Google if you need to.) (3)

4.   In your opinion, what is the main advantage of digital communication? What is the main disadvantage of digital communication? (Again, feel free to use Google if you need to.) (2)

5.   When is it NOT appropriate to use digital communication? Give one example and explain. (2)

6.   The transcription of the Spark radio show on CBC mentioned that teens sometimes have mixed feelings about digital communication. Do you feel "liberated or enslaved" by digital communication? Explain. (4) (You really can't get this one wrong – it's an opinion question. 😊)

ACRONYMS

7.   Which of the acronyms in this <u>LIST</u> have you used when communicating digitally? (Give 5 examples; list the acronyms and what they stand for.) (5)

8.   When is it NOT appropriate to use the types of acronyms you listed in question #7 when communicating digitally? Give one example and explain. (2)

EMAIL

You may have to do a little bit of internet research to answer the following questions:

9.   In an email, what does "Cc" stand for? (1)

10.   In an email, what does "Bcc" stand for? (1)

11.   When would you use "Bcc" in an email? (1)

Here's how I would like you to set up your MS Word document:

BBT & PDCP 10 – ASSIGNMENT 2
Core Technology Skills – Digital Communication
Alfie Jenkins
September 17, 2021

1.   What is the definition of **digital communication**? (1)

      Digital communication is…

2.   According to the blog post from TopTenReviewPro, what are the eight (8) characteristics specific to digital communication? (8)

      1.

      2.

      etc.