



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 25

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	11/05/20
TOPIC	Internet: Electronic Communication			TERM 3 CONTENT	✓
TIME ALLOCATION	30 Minutes	<p><u>TIPS TO KEEP HEALTHY</u></p> <ol style="list-style-type: none"> WASH YOUR HANDS thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%. PRACTICE SOCIAL DISTANCING – keep a distance of 1m away from other people. PRACTISE GOOD RESPIRATORY HYGIENE: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. TRY NOT TO TOUCH YOUR FACE. The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick. STAY AT HOME. 			
INSTRUCTIONS	<ol style="list-style-type: none"> This is a Theory Worksheet: You will need a book to write your answers in and something to write with. Answer the following questions in your workbook. WHERE TO FIND THE ANSWERS: <ul style="list-style-type: none"> You may use your CAT textbook to find the answers or alternatively, you can use the free downloadable CAT textbook provided by the Department of Basic Education. (Chapter 7 page 164) See the link below to download this book. <p>THEORY COMPUTER APPLICATIONS TECHNOLOGY: https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing With thanks to the Department of Basic Education and the sponsorship of MTN this digital book and exercises are utilized by our CAT Grade 12 learners</p>				

1. Write down the correct answer for each of the following questions.
 - a. Which of the following is NOT an additional email feature?
 - A. Contact list
 - B. Calendar
 - C. Tasks
 - D. Voice calls
 - b. Which of the following is NOT a type of electronic communication?
 - A. Instant messaging
 - B. Posting a letter
 - C. Email
 - D. Video conferencing
 - c. Which of the following is the most common netiquette when using electronic communication?
 - A. Be polite
 - B. Be there
 - C. Mute everyone
 - D. Explain everything thoroughly.

2. Choose a term or concept from Column B that matches the description in Column A. Write only the letter next to the question number.

COLUMN A	COLUMN B
2.1 Allows users to save their emails for later use	A. Video conference
2.2 The advantage of being able to save messages for future reference	B. Archiving
2.3 Low security is a disadvantage since a public network is being used	C. Tasks
2.4 A direct conversation with multiple people at the same time	D. Email
2.5 Much cheaper than traditional telecommunication services, but you need an active internet connection	E. Calendar
	F. Netiquette
	G. Instant messaging
	H. VoIP

3. Say if the following statements are TRUE or FALSE. Correct the underlined word(s) if it is false.
 - a. Do not say things to people you would not say to them in real life.
 - b. On the internet, there is no need to show people respect.
 - c. When joining an existing conversation, speak about the subjects relevant to you.
 - d. Make sure your messages are clearly written and easy to understand.
 - e. Things posted on the internet do not last forever. This means that things you post as a teenager or young adult will not affect the rest of your life.
4. Answer the following questions:
 - a. Explain the world wide web to your peer.
 - b. List the disadvantages of electronic communication.
 - c. Explain the advantages of email.
 - d. Define 'netiquette' and describe proper netiquette when communicating on email.
5. VoIP software, such as Skype, is becoming increasingly popular to use.
 - a. Give TWO reasons why more people are currently using Skype than in the past.
 - b. Give ONE reason why the video and sound quality is sometimes poor when using Skype to make a video call.
 - c. Suggest ONE way in which the sound quality of a VoIP call can be improved without ending the session or changing any hardware.