



Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 25

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	11/05/20
TOPIC	Internet: Electronic Communication	TERM 2 REVISION		TERM 3 CONTENT	✓

- Write down the correct answer for each of the following questions.
 - Which of the following is NOT an additional email feature?
Answer: D
 - Which of the following is NOT a type of electronic communication?
Answer: B
 - Which of the following is the most common netiquette when using electronic communication?
Answer: A
- Choose a term/concept from COLUMN B that matches the description in COLUMN A.
Write only the letter next to the question number.
Answer: 2.1 B 2.2 D 2.3 G 2.4 A 2.5 H
- Indicate whether the following statements are TRUE or FALSE. Write 'true' or 'false' next to the question number. Correct the statement if it is FALSE. Change the underlined word(s) to make the statement TRUE. You may not simply use the word 'NOT' to change the statement. NO mark will be awarded if only FALSE is written down
 - Do not say things to people you would not say to them in real life.
Answer: True
 - On the internet, there is no need to show people respect.
Answer: False – a need
 - When joining an existing conversation, speak about the subjects relevant to you.
Answer: False – that are already chatted about.
 - Make sure your messages are clearly written and easy to understand.
Answer: True
 - Things posted on the internet can last forever. This means that things you post as a teenager or young adult will not affect the rest of your life.
Answer: False – will

4. Answer the following questions.

a. Explain the world wide web to your peer.

Answer: The world wide web has allowed us to access information and data on the internet through the use of websites and hyperlinks.

b. List the disadvantages of electronic communication.

Answer:

- *Requires an active internet connection.*
- *Depending on the type of communication, it can use a lot of data and bandwidth.*
- *People can become addicted to certain forms of digital communication.*
- *Can expose a person to cyberbullying and abuse.*

c. Explain the advantages of email.

Answer:

- *Free to register an account and send messages.*
- *Asynchronous communication – senders do not need to be available at the same time as receivers.*
- *Messages can be sorted and organised and saved for future reference.*
- *Files can be attached to the messages.*
- *Can send a single message to multiple people.*

d. Define “netiquette”.

Answer: Netiquette refers to internet etiquette. It means to use good manners in online communication.

Question 5: Discussion in class – Answers not in this Answer sheet