

# Online Communication Tools

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## Textbook

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# Online Communication Tools



Imagine a time when the only way to talk to someone far away was to write a letter and wait days or weeks for a reply! Thankfully, digital technology has changed everything. Now, we have amazing ways to communicate instantly and even create our own corner of the Internet. Let's explore these exciting tools!

## Different Ways to Communicate Online

Digital devices and the Internet have given us many powerful ways to connect with others. These are often called **communication programs** or apps.

### 1. [Email](#):

- Email is a system for sending messages from one digital device to another using an email application software over a network. Think of it like sending a digital letter.
- You write a message, attach files (like photos or documents if you want), and send it to an email address. The person you send it to can read it whenever they open their email app.
- Common examples you might know are Gmail, Outlook, and Yahoo Mail. Email is great for sending longer messages or official communications.

### 2. **Instant Messaging (IM):**

- [Instant messaging](#) is like having a real-time text conversation over the [Internet](#). It offers online

chat that happens instantly, letting you send messages back and forth quickly, just like talking.

- You can see when someone is typing, and replies appear almost immediately.
- Examples include Google Chat, Instagram Direct Message (DM), and Facebook Messenger. IM is perfect for quick questions, casual chats, or planning something on the fly.

### 3. **Video Conference:**

- Have you ever talked to someone and seen them on a screen at the same time? That's a video conference! It's a meeting or conversation where participants, who are in different locations, are able to communicate with each other using both sound and vision.
- It's like bringing people together in a virtual room, no matter where they are.
- Popular tools for video conferencing include Zoom, Google Meet, Microsoft Teams, and FaceTime. This is ideal for online classes, family calls with relatives far away, or remote team meetings.

### 4. **Social Media Communication:**

- Platforms like Instagram, Facebook, TikTok, and Snapchat are called social media sites. Using these sites to interact and stay connected with others is known as social networking. But these platforms are also powerful tools for communication!
- You can send private direct messages to friends, leave public comments on posts, share your own updates or stories that others can reply to, and even participate in group chats within these apps. It's a way to communicate both one-on-one and with larger groups, often combining text, photos, and videos. While fun and useful for connecting, always remember to communicate safely and respectfully on these platforms.

## **Building Your Own Corner of the Web: Website Creation**

Have you ever wondered how websites are made? You don't always need to be a super-coder to create your own!

Web authoring is a category of [software](#) that allows you to develop a website using visual tools that are based on code. These tools let you drag and drop elements, choose designs, and add text and pictures without having to write all the complex computer code yourself. The software handles the coding behind the scenes. This makes it much easier for anyone to design and publish their own website.

Examples of web authoring tools include Weebly, Google Sites, Wix, and WordPress. These tools are fantastic for creating personal blogs, school project sites, or small business pages.

## **Staying Connected: Social Networking**

[Social networking](#) is the use of Internet-based social media sites to stay connected with others. These platforms allow you to create a profile, share updates, photos, and videos, and interact with friends, family, and sometimes even people you don't know personally. The goal is to build and maintain relationships or communities online.

Examples include Instagram, Facebook, TikTok, and Snapchat. Social networking can be a fun way to share your life, follow interests, and see what others are up to, but it's important to use these platforms safely and responsibly.

## Conclusion

Digital communication has transformed how we connect with people across the street or across the globe. From sending emails and instant messages to having face-to-face video calls, technology brings us closer. And with web authoring tools, we can even become creators on the Internet, building our own online spaces. Finally, social networking gives us new ways to build communities and stay connected, reminding us how powerful and exciting digital tools can be when used wisely.

## Critical Thinking Questions

1. Imagine you need to send a very important report to your teacher that includes a few graphs and charts. Would you choose email or instant messaging, and why?
2. Your school wants to hold an online meeting with students from another school in a different state. What type of communication program would be best for this, and why?
3. If you wanted to create a simple website to share your artwork with friends and family, what kind of software would you use? Explain why that type of software is helpful.
4. Think about the differences between instant messaging and social networking. How are they similar, and how are they different in how people use them to connect?

## Questions (10)

### 1. What is Email described as in the text?

MULTIPLE CHOICE

Choose the correct answer:

- A. A real-time text conversation over the Internet.
- B. A meeting with both sound and vision.
- C. A system for sending messages from one digital device to another using email application software over a network.
- D. A way to share content instantly on social media.

### 2. Which type of online communication is best for quick questions, casual chats, or planning something on the fly, offering real-time text conversation?

MULTIPLE CHOICE

Choose the correct answer:

- A. Email
- B. Instant Messaging
- C. Video Conference
- D. Social Media Communication (excluding private messages)

### 3. What is a 'video conference'?

MULTIPLE CHOICE

Choose the correct answer:

- A. Sending a digital letter with attachments.
- B. A meeting that only uses sound for communication.
- C. A program used to create websites.
- D. A meeting or conversation where participants communicate using both sound and vision from different locations.

### 4. Which of the following is NOT given as a common example of Instant Messaging (IM)?

MULTIPLE CHOICE

Choose the correct answer:

- A. Google Chat
- B. Zoom
- C. Instagram Direct Message (DM)
- D. Facebook Messenger

### 5. What is 'web authoring'?

MULTIPLE CHOICE

Choose the correct answer:

- A. A category of software that allows you to develop a website using visual tools that are based on code.
- B. Writing complex computer code from scratch to build a website.
- C. The process of setting up an Internet Service Provider (ISP).
- D. Creating a permanent storage drive for web content.

### 6. Which tools are mentioned as examples of web authoring tools?

MULTIPLE CHOICE

Choose the correct answer:

- A. Gmail, Outlook, Yahoo Mail
- B. Zoom, Google Meet, Microsoft Teams
- C. Weebly, Google Sites, Wix, WordPress
- D. Instagram, Facebook, TikTok, Snapchat

## 7. What is 'social networking'?

MULTIPLE CHOICE

Choose the correct answer:

- A. The process of sending official, longer messages over the Internet.
- B. Conducting face-to-face meetings online using video.
- C. Creating step-by-step instructions for computers.
- D. The use of Internet-based social media sites to stay connected with others.

## 8. When would email be most suitable compared to Instant Messaging?

MULTIPLE CHOICE

Choose the correct answer:

- A. For quick, back-and-forth conversations.
- B. When you need an immediate reply.
- C. For sending longer messages or official communications.
- D. For playing interactive games with friends.

## 9. Which of the following describes a way you can communicate using 'Social Media Communication'?

MULTIPLE CHOICE

Choose the correct answer:

- A. Only by sending public comments on posts.
- B. Only by sending private direct messages to friends.
- C. Only by sharing your own updates or stories.
- D. All of the above (sending private direct messages, leaving public comments, sharing updates/stories, participating in group chats).

## 10. If you wanted to create a personal blog without writing complex computer code, what type of tool would you use?

MULTIPLE CHOICE

Choose the correct answer:

- A. A Web authoring tool.
- B. A Video Conferencing tool.
- C. An Email application.
- D. An Instant Messaging app.

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## Answer Keys & Solutions

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### Questions

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#### 1. What is Email described as in the text?

MULTIPLE CHOICE

**Correct Answer:**

- A. A real-time text conversation over the Internet. ✗ Incorrect
- B. A meeting with both sound and vision. ✗ Incorrect
- C. A system for sending messages from one digital device to another using email application software over a network. ✓ Correct
- D. A way to share content instantly on social media. ✗ Incorrect

#### 2. Which type of online communication is best for quick questions, casual chats, or planning something on the fly, offering real-time text conversation?

MULTIPLE CHOICE

**Correct Answer:**

- A. Email ✗ Incorrect
- B. Instant Messaging ✓ Correct
- C. Video Conference ✗ Incorrect
- D. Social Media Communication (excluding private messages) ✗ Incorrect

#### 3. What is a 'video conference'?

MULTIPLE CHOICE

**Correct Answer:**

- A. Sending a digital letter with attachments. ✗ Incorrect
- B. A meeting that only uses sound for communication. ✗ Incorrect
- C. A program used to create websites. ✗ Incorrect

- D. A meeting or conversation where participants communicate using both sound and vision from different locations. ✓ Correct

#### 4. Which of the following is NOT given as a common example of Instant Messaging (IM)?

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Correct Answer:

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MULTIPLE CHOICE

Correct Answer:

- A. A category of software that allows you to develop a website using visual tools that are based on code. ✓ Correct
- B. Writing complex computer code from scratch to build a website. ✗ Incorrect
- C. The process of setting up an Internet Service Provider (ISP). ✗ Incorrect
- D. Creating a permanent storage drive for web content. ✗ Incorrect

#### 6. Which tools are mentioned as examples of web authoring tools?

MULTIPLE CHOICE

Correct Answer:

- A. Gmail, Outlook, Yahoo Mail ✗ Incorrect
- B. Zoom, Google Meet, Microsoft Teams ✗ Incorrect
- C. Weebly, Google Sites, Wix, WordPress ✓ Correct
- D. Instagram, Facebook, TikTok, Snapchat ✗ Incorrect

## 7. What is 'social networking'?

MULTIPLE CHOICE

**Correct Answer:**

- A. The process of sending official, longer messages over the Internet. ✗ Incorrect
- B. Conducting face-to-face meetings online using video. ✗ Incorrect
- C. Creating step-by-step instructions for computers. ✗ Incorrect
- D. The use of Internet-based social media sites to stay connected with others. ✓ Correct

## 8. When would email be most suitable compared to Instant Messaging?

MULTIPLE CHOICE

**Correct Answer:**

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## 10. If you wanted to create a personal blog without writing complex computer code, what type of tool would you use?

MULTIPLE CHOICE



**Correct Answer:**

A. A Web authoring tool.

✓ Correct

B. A Video Conferencing tool.

✗ Incorrect

C. An Email application.

✗ Incorrect

D. An Instant Messaging app.

✗ Incorrect