Communicating

The skills required to communicate, collaborate, and share information.

I can:

1) understand the importance of communicating securely ☐

2) set up an email account ☐

3) communicate with others digitally using email and other messaging apps ☐
(e.g. set up a group on messaging platforms, such as WhatsApp or Messenger, to talk to friends or family members)

4) use word processing applications to create documents ☐
(e.g. use word processing software to create a letter)

5) share documents with others by attaching them to an email ☐
(e.g. send photographs and other documents to friends and family as an email attachment)

6) communicate with friends and family using video tools ☐
(e.g. set up and use video-telephony products such as Facetime or Zoom for video communications with friends and family)

7) post messages, photographs, videos or blogs on social media platforms ☐
(e.g. use an account on Facebook, post appropriately on social media or forums)