**WORKSHEET**

**COMMUNICATION (Marking Scheme)**

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| **Sl.No** | **Answers** | **Marks** |
| 1 |

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| **Statement** | **TRUE** | **FALSE** |
| All recipients of emails can see all the recipients in the Bcc and Cc lists |  | ✓ |
| Netiquette refers to need to respect other users on the internet | ✓ |  |
| It is not always illegal to copy or forward email attachments | ✓ |  |

 | 3 |
| 2. |  | 4 |
| 3. |  | 3 |