**WORKSHEET**

**COMMUNICATION (Marking Scheme)**

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