**WORKSHEET**

 **COMMUNICATION**

1. Indicate which of the following statements are TRUE or FALSE by putting a tick (✓) in the appropriate box. [3]

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

1. Describe FOUR rules of netiquette.

1……………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………….

2……………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………….3……………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………[4]

1. Explain why spam needs to be prevented?

……………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………….….…………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..[3]