Task A: E-Mail

1. Describe the purpose of E-Mail.

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1. Identify **three** advantages and **three** disadvantages to using E-Mail.

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| **Advantages** | **Disadvantages** |
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1. Identify instances in which E-Mail might be used for personal/social use.

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Task B – Instant messaging

1. Describe how instant messaging works.

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1. Identify three advantages and three disadvantages to using instant messaging.

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| **Advantages** | **Disadvantages** |
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1. Identify instances in which instant messaging might be used for personal/social use.

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Task C - Blogs

1. Describe the purpose a blog.

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1. Identify **three** advantages and **three** disadvantages to posting a blog.

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| **Advantages** | **Disadvantages** |
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1. What is the difference between a vlog and a blog?

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Task D – Video conferencing

1. Describe how video conferencing works.

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1. Identify **three** advantages and **three** disadvantages to using video conferencing.

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| **Advantages** | **Disadvantages** |
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1. Identify instances in which video conferencing might be used for personal/social use.

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Task E – Social networking

1. Describe the purpose of a social networking site.

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1. Identify **three** advantages and **three** disadvantages to using social networking sites.

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| **Advantages** | **Disadvantages** |
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1. Identify instances in which social networking sites might be used for personal/social use.

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