



# FORM 4 EDPM

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Namaskar Students, I had to skip some chapters since those were practical's.

So let's fast forward to SECTION VII ELECTRONIC COMMUNICATION in your textbook.

Things you will need:

- Pen
- Pencil
- Ruler
- Study guide
- Syllabus
- Textbook
- Exercise book
- Question book

Please be reminded that all outstanding exercises/homework/assignments are due immediately on the first day of school (April 20<sup>th</sup>, 2020).

# VII ELECTRONIC COMMUNICATION

Electronic Communication refers to the transmission of messages that have been created in digital format.

Examples of electronic communication:

- Telecommuting is defined as working at home or from another location by using a computer that is electronically linked to a central place of employment.
- Teleconference is a meeting between two or more people in different locations using electronic communication technology.
- Email (Electronic mail) is a system for sending, receiving and storing messages via communication networks such as the internet.
- Social media offers a range of easily accessible, user friendly interactive applications that are available on the internet (Blogs).
- Social networking sites allows users to create profile, link with other users, exchange messages and share a wide range of content, including photograph and videos (Facebook, twitter, etc.).

# VII ELECTRONIC COMMUNICATION

## SCAN TO MAIL AND SCAN TO FILE

**Scan to mail** allows you to email documents directly from the scanner.

**Scan to file** allows you to save the documents on a storage medium such as a flash drive, etc.

## FACSIMILE AND MULTIFUNCTIONAL DEVICES

A fax is an exact copy of a document that is converted to a code that is transmitted via telephone lines or the internet. It is a form of electronic communication that enables document to be sent faster and usually more economically.

A multifunctional device is any device that allows you to do more than one task (printer that allows you to print, scan and photocopy). Can you guess others???

# HOW A FAX MACHINE WORKS

A document is scanned into the sending machine. The machine's sensor detects the marks on the paper and creates a code called a bitmap. The bitmap is sent via the telephone system or internet to a receiving machine. The receiving machine uses the bitmap to reconstruct and print an image of the original document.

## **VIDEO LINK**

<https://www.youtube.com/watch?v=2cTdfvczaZk>

# VII ELECTRONIC COMMUNICATION

## *Email Account*

You need an email account to send or receive email. Each email account is identified by a unique email address that is typed as a continuous string of letters, numbers and symbols.

When we come back to school, I will explain the email account interface to you.

## *COMMUNICATION MEDIA*

Communication media refers to the means of delivering and receiving data or information. In telecommunication, these means are transmission and storage tools or channels for data storage and transmission.

Please use textbook and study guide to read up more on factors to consider when selecting communication media.

# ACTIVITIES

# 30 MARKS

1. Write an essay comparing new and emerging technologies, comparison of usage, features, etc.
2. Please make relevant notes and read additional information from your textbook(pg. 314-331) study guide (pg. 150 -159).
3. Please answers all theory question from your textbook in your question book, questions will be graded so please read and answer them carefully.

## **NOTE**

*Concept that you didn't fully grasp, please make a note of it and when school reopens, I will explain it to you.*