COMMUNICATION

CONNECT THE WORLD

Objective

To be able

- to choose the best digital tool to communicate
- to use the most common tools for digital communication
- to use the most common features in a word processor
- to create an attractive and efficient document

Compétences du B2I lycée visées

- Choisir des types de présentation adaptés au mode de communication.
- S'exprimer via les réseaux en identifiant la qualité de l'espace de publication (publique, privée, professionnelle, personnelle).
- Participer à une production numérique collective (site collaboratif, wiki, etc.) dans un esprit de mutualisation, de recherche ; choisir des stratégies collaboratives adaptées aux besoins.
- Publier un document en s'appuyant sur des ressources dont l'élève n'est pas l'auteur dans le respect des règles (droit de citation, respect des licences, etc.).
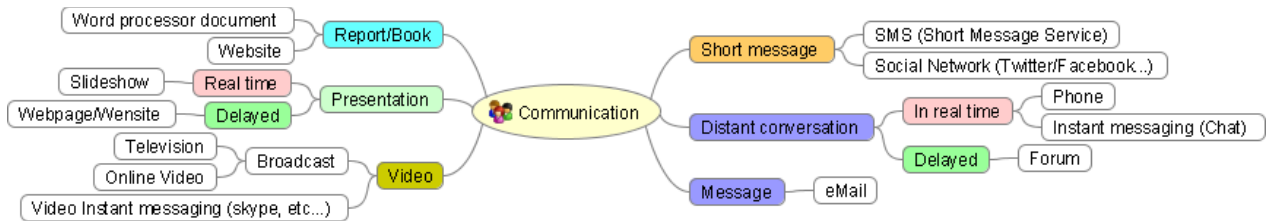
Tools to communicate

We saw that there are different kinds of information. We get them through our five senses :

- sight
- hearing
- Smell
- Touch
- Taste

But is it possible currently, in our technical world, to send all these kinds of information across the world?

What digital tools should we use to communicate?

Which tool to communicate with whom ?

	Friends, family	Boss/Colleague/Administrative officer...
Blog	Yes	Rarely
eMail	Often	Sometimes
Instant messaging	Often	rarely
Forum	Rarely	Often
Phone / Video call	Yes	Yes
Short Message Service (SMS)	Often	Rarely
Slideshow	Rarely	Sometimes
Social Network	Yes	Rarely
Website	Rarely	Sometimes
Wordprocessor document(Report, mail, etc...)	Rarely	Often

How to communicate ?

How to start a written message?

Writing a letter or a eMail is quite the same thing. It need salutations at the beginning and at the end.
But in an email, try to write "easy to read" sentences so that the person can understand the information quickly.

Writing to a friend
It's informal writing. You can make your own rules. Accuracy and grammar are not important.

We suppose that your friend's name is Judy :

- o *Dear Judy* or just *Judy*
- o *Hello* or *Hello Judy*
- o *Hi* or *Hi Judy*

Writing a formal email or letter
We suppose that recipient's name is Mr Taylor
- o *Dear Mr Taylor*
- o *Dear professor Taylor*
- o If the recipient is not known, use his job title :
  - ● *Dear Director*

- ***Dear complaint manager***
- ***Dear Claims professional***
- ***etc...***
  o ***To whom it May concern***

The purpose of your message

Start with a clear indication of what the message is about in the first paragraph.
Give full details in the following paragraph(s).
Make sure that the final paragraph indicates what should happen next.

How to finish a written message

Informal form
- Cheers
- Love
- See you

Formal mail

- Yours faithfully
- Best wishes
- Regards
- Kind regards

How to use a Word-processor ?

Overview

"*A Word-processor is a software which performs the composition, editing, formatting of any sort of written material*" adapted from Wikipedia.

Modern word-processors use the WYSIWYG concept and are as powerful as electronic publishing softwares. They are able to manage
- paragraph formatting
- picture insertion
- footer and header
- automatic paging
- automatic spell-checker
- etc...
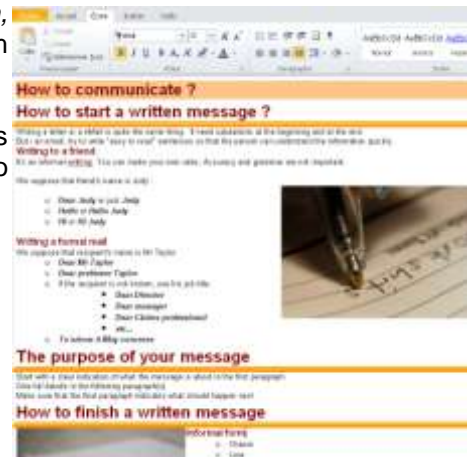
Definitions

Typeface :
It is a letter style. Common type face are ARIAL, VERDANA, TIMES....

Font :
A font is a particular size, weight and style of a typeface.

To create a readable document, don't use a lot of fonts. And if possible just one typeface.

To set the accent to a important word or sentence, enhance the letter's weight.
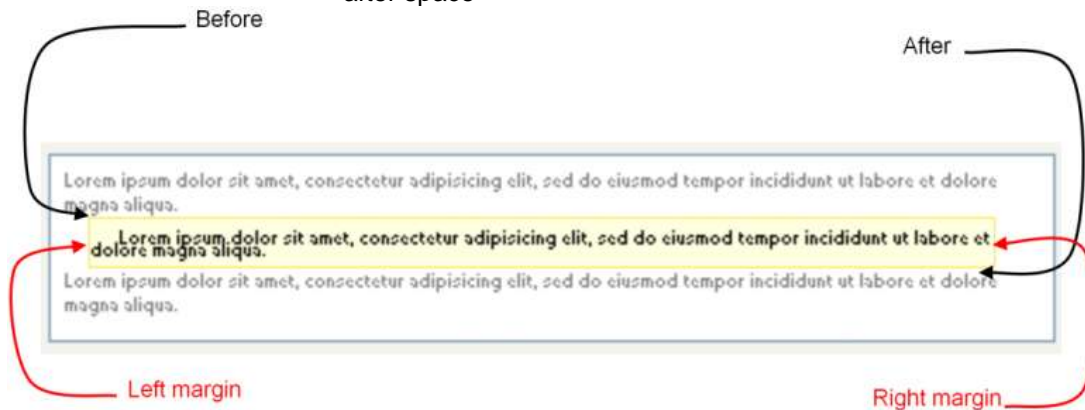
Paragraph :

It's a group of related sentences that develop a central idea.
A paragraph uses a single font but it's possible to use italic, bold or underlined text for some emphasis.
A formated paragraph has a

- left margin
- right margin
- before space
- after space

In most of the word processors there are powerful formating features for the paragraphs.
Thanks to this, a word processor produces a document which is easy to read.

How to produce quickly an attractive document ?

First step
- o It's better to type the text with no formating.
- o It's a good idea to place topic sentence in paragraphs.

Second step
- o Format the paragraph styles (Main Title, Title, sub-title, normal text, etc....)
- o Assign the right style to each paragraph
- o Change it if necessary

Third step
- o place the footer and the header

Fourth step
- o Choose good quality and expressive pictures (be careful with the copyright)
- o place the picture at the best place and arrange the text around it

That's it but don't forget to correct the spelling and grammar mistakes.

Vocabulary

accuracy	précision
to **broadcast**	diffuser
emailer / sender	expéditeur d'un email
emphasize	mettre l'accent
faithful	fidèle
a **feature**	une fonction
overview	Vue d'ensemble/présentation
Real time	Temps réel /Instantanné
recipient	destinataire
spell-checker	correcteur orthographique
a *typeface*	police de caractère
a **Word processor**	un traitement de texte
WYSIWYG (*What You See Is What You Get*) editor	Editeur visuel (ce que vous voyez est ce que vous aurez)