Communication

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

2 objectives · Certiport IC3 Digital Literacy GS6

There are many places to share ideas and work online, and each has its own audience and rules. This guide covers where you can post, how platform guidelines differ, and how acceptable use policies set limits at school and work.

Every objective and its key skills

5.1 Express yourself through digital means

Social media platforms such as Instagram, TikTok, X, Facebook, LinkedIn and Snapchat let you post publicly or to chosen groups.

Each platform publishes community guidelines or terms of service that say what is allowed.

5.2 Interact with others in a digital environment

Email suits formal, detailed or recorded messages; include a clear subject line, greeting, body and sign-off.

Effective: clear purpose, the right channel, concise wording, a specific subject line and a clear request or next step.

Common pitfalls

- Assuming all platforms have the same rules; age limits, content rules and formats differ.
- Using Reply All when only the sender needs the answer.

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