Communication

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

2 objectives · Certiport IC3 Digital Literacy GS6

Communicating well online starts with choosing the right tool for the message and writing clearly. It also means taking part respectfully in digital communities and using online resources to find the services you need.

Every objective and its key skills

5.1 Interact with others in a digital environment

Email suits formal, detailed or recorded communication that does not need an instant answer.

Fill in To for main recipients, Cc for people who should be informed, and Bcc to hide addresses, for example in a large group mailing.

5.2 Understand Internet commerce basics

Goods are physical or digital products you own or receive, such as a book, a phone or a downloaded app.

Digital payments include debit and credit cards, digital wallets (such as phone wallets), bank transfers and buy-now-pay-later services.

Common pitfalls

- Bcc recipients are hidden from others; Cc recipients are visible to everyone.
- A free app can still charge money through in-app purchases.

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