

Learning Guide Unit 3

Overview

Unit 3: Utilizing Communication Technologies

Topics:

- Overview of communication technologies
- Tools, Resources and platforms for effective writing
- Impact of technology on written communication
- Plagiarism in Writing

Learning Objectives:

By the end of this Unit, you will be able to:

1. Identify digital tools and strategies to enhance writing.
2. Give feedback on the use of communication technologies to peers.
3. Compare and contrast digital resources used to enhance productivity in writing tasks.

Tasks:

- Read through the Learning Guide and the Reading Assignment.
- Complete the Discussion Assignment by posting in the Discussion Forum.
- Respond to two of your fellow classmates' posts in the Discussion Forum.
- Make entries to the Learning Journal.
- Take and submit the Self-Quiz.
- Take and submit the Graded-Quiz.
- Check out the **Student Toolbox** (on the right-hand side menu) for quick access to essential resources that will support your learning journey.

