

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.

