

## Communicating

The skills you need to communicate, collaborate, and share information. It is important that you understand the need to communicate **securely**.

### Can you:

Set up and use email?	
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Set up and use a group on messaging platforms, such as <b>WhatsApp</b> , to talk to friends or family members?	
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☺ **WhatsApp** is a free, messaging service which works mainly on smart phones. It allows the sending of text messages and voice calls, as well as video calls, images and other media, documents, and user location. The WhatsApp icon can look like this:



Use word processing software such as <b>Word</b> to create a CV or a letter?	
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Send photographs and other documents to friends and family as an email <b>attachment</b> ?	
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Set up and use apps such as <b>Facetime</b> or <b>Skype</b> for video communications with friends and family?	
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☺ **FaceTime** is an app developed by Apple enabling people to talk for free over the internet using video. FaceTime icons can look like this:



☺ **Skype** is a similar product owned by Microsoft. The Skype icon can look like this:



Post messages, photographs or videos on <b>social networking platforms</b> ?	
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☺ There are a large number of social networking platforms. Perhaps the best known is **Facebook**. Others include:

**Instagram:** is an American photo and video-sharing social networking service owned by Facebook.

**Twitter:** is an American micro-blogging and social networking service on which users post and interact with messages known as "tweets"

**Nextdoor:** a private social network for you, your neighbours and your local community where you and your neighbours can exchange messages online.

**Mumsnet:** A site where parents (and grand-parents!) can swap advice about bringing up children - and the associated problems!