

Exercises

A. Write T for true and F for False statements.

1. We can use our gadgets in any manner that please us even in a public place. False
2. After sending an email we should have the patience to wait for the response. True
3. It is acceptable to CC everyone in an email as it does not cast us anything. False
4. When our content is not meaningful we are wasting the time of the receiver. True
5. When we are communicating over the Internet, we need not follow the rules of grammar. False

B. Answer the following questions.

1. What do you understand by Netiquette and netizens?
Ans- The word netiquette is a combination of the words Internet and etiquette. Netizen is another word which is a combination of the words, Internet and citizens.
 2. Why should we maintain our calm and composure when we are online ?
Ans- We should maintain our calm and composure when we are online because sometimes we may lose our cool and become aggressive online. These remain as a written evidence somewhere in cyberspace and can be used against us by people or the law.
 3. What is cyber lurking?
Ans- If you have been invited to join a group, first listen in for sometime by observing the tonality and the type of discussion and only then chip in. This is called cyber lurking.
 4. What is one of the most important mobile phone etiquettes to follow?
Ans- Be brief: This the most important unwritten rule. Most people take a conversation as if it is a recreation. They go on and on, sometimes for half an hour or even more. This is the biggest time waster.
 5. Why should we take care to ensure that we are using the correct words and expression when we are online?
Ans- Because when we are not careful of the words we use, we could annoy the people around us and of course the person at the other end.
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Chapter -12. Time Management in the World of Social Media

A. Fill in the blanks.

1. Today everyone is free to give their opinion on the social media.
2. When we are glued to the social media it robbing us of our precious time.
3. We must not get trapped in our own web by getting self obsessed with a habit.
4. Today social media is a bigger influence than any other medium because of its viral effect.
5. By paying attention we are being respect to others.

B. Answer the following questions.

1. Why are the chances of misinformation being circulated high on social media?
Ans- The chances of misinformation are being high on social media because today people say ,WhatsAppically speaking .people keep forwarding the same message relentlessly and it triggers a chain reaction.
2. What would ensue if you keep looking down at your gadgets for long periods of time?
Ans- The neck pain and damage sustained from looking down at your mobile phone, tablet or other wireless devices too frequently and for too long is termed as text neck. This condition can cause lifelong pain in the spine of children.
3. Would 'mobile time windows' be more fruitful if you inform your friends about it? why?
Ans- Make mobile time windows say 15 minutes in the morning half an hour in the afternoon and one hour in the evening. The idea is to bring some discipline in life. Don't attend to calls outside the window and inform your friends about your window.

4. What do you understand by being 'present' ?

Ans- To be 'present' is to be fully engaged in the current situation, to connect and be not distracted , and to be aware of the actions around us.

5. What can be one of the greatest skills that you can master?

Ans- Being present is one of the greatest skills that we can master.

