

E-communication

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E-commerce & E-learning

The e-effect of the Internet has been e-normous. We cannot say that, because the e- prefix stands for electronic. This is the shortest way to show that we are talking about something involving the Internet. While we know that you will realise the advantages of using the Internet, we hope you will also be aware of disadvantages. The Internet is not always the best option for everyone. Many users can get better information faster by using the librarian as a “search engine”. It really depends on how well you know and use the Internet’s e-tools.

Lesson Outcomes

By the end of the lesson you should be able to:

- Explain terms like e-commerce and e-learning
- Discuss the advantages and disadvantages of e-commerce
- Know how to use group communication, including chat rooms, newsgroups and forums to help with e-learning

Lesson notes

E-commerce

This involves buying, selling and doing business on the Internet. The easy part of setting up a business on the Internet is creating the website and showing what your business offers. The hard part is getting people to visit your website. If you are planning to have an Internet business, you must either pay to advertise on a much used site like Google, which will provide a link to get to your website, or do some research on keywords to include that will put your URL at, or near the top of a search engine’s list.

E-banking

Internet banking allows you to do any transactions except the impossible ones like drawing cash. Internet banking is less expensive than going into the bank, and is very secure as long as the client keeps his or her passwords safe, does not log in to his or her account in public places, and remembers to log off if he or she leaves the PC.

E-learning

The very first thing on your e-learning list should be learning to use search engines so that you get a list of fewer, more relevant sites, rather than millions that just might be useful. Then you should find forums and chat rooms related to what you are learning. There you can get answers to your questions from people with the same interest. Always read the FAQs, or frequently asked questions, first. Maybe your question has already been answered 500 times and the other users will not thank you for asking again.

E-government

There are many different government websites where you can download forms and documents or get information you might need. The Department of Education has past papers and memos for the Matric exams that will help for your final exams.

To do task 2, click View, Toolbars, Forms. Add a table and some text boxes and buttons to your document. Use Tools, Protect Document. This will ensure that the user can fill in the form, but not change it.

Reminder: Do not give your personal details unless you know it is safe to do so.

Task

1. Using 2 columns in a word processing document, list the pros and cons of e-government.
2. Use your word processor to create a form the government could use to find out details about you as a citizen.

