

# Training Content Framework

## 07 Digital Communication

Description of the Training Module 07





# Training Content Framework: 07. Digital Communication

<b>Module title</b>	07- Digital communication
<b>Notional Learning time</b>	Approx. 6 hours
<b>Description of the module</b>	This module will provide an overview on digital communication by providing the basics of communication (verbal and non-verbal), its purposes and preconditions to effectively send a message. How to apply these communication rules to the main ICT tools used nowadays to communicate. Support learners in using digital communication tool (emails, instant messaging apps, video chats)
<b>Learning objectives</b>	<p>Course participants will learn to:</p> <ul style="list-style-type: none"> <li>• Be aware of the rules in digital communication and its difference with face to face interaction</li> <li>• Properly use the digital communication tools commonly used nowadays such as, email, instant messaging software and app, video chats, etc.</li> </ul>
<b>Steps</b>	<p>The steps to accomplish the learning objectives are the following:</p> <ol style="list-style-type: none"> <li>1. Carry out the self-evaluation Mandala to assess the level of digital competences according to the Likert scale model.</li> <li>2. Read basic instruction and knowledge about: <ul style="list-style-type: none"> <li>• The Mehrabian chart</li> <li>• Digital communication tools (+ tutorials)</li> <li>• Digital communication guide</li> </ul> </li> <li>3. Carry out activities and tasks. Learners will be given real-life situations to explore the digital communication tools adequately.</li> <li>4. Complete intermediate activities (quizzes, multiple choices, T/F)</li> <li>5. Search and familiarise with key words in the glossary</li> <li>6. Carry out the final self-evaluation test at the end of the module</li> <li>7. Carry out the final self-evaluation Mandala and compare it with the previous one. The aim is visualizing the learning process after the module completion.</li> </ol>
<b>Material</b>	
Learning content	<p>The module will provide insights on the basic communication rules to apply to different digital environments according to the purpose, the context and the interlocutors. It will also provide an overview on the main digital tools used nowadays together with their basic functions and options ( emails, SMS, instant messaging apps, video call apps). This will be done through:</p> <ul style="list-style-type: none"> <li>• H5p (interactive presentation, video tutorial)</li> <li>• Moodle Forums</li> </ul>



	<ul style="list-style-type: none"> <li>• Moodle Lesson resource</li> <li>• Moodle Book resource</li> <li>• Moodle Glossary resource</li> <li>• Exe-learning (self-assessment in HTML5 format)</li> <li>• External links</li> </ul>		
Learning content type in moodle	<p>The material used to present the training content will be:</p> <ol style="list-style-type: none"> <li>1. Forum to share content and interact with other participants</li> <li>2. H5P interactive presentations to give an overview and complete intermediate tasks, to illustrate how to integrate multimedia in own created content</li> <li>3. H5p interactive videos to integrate varied content and provide insights</li> <li>4. H5P activities: quiz, drag and drop, T/F, choose the correct statements integrated in presentations and videos</li> <li>5. Links and webpages to share external resources/ insights</li> <li>6. Glossary with key words exe-learning self-assessment to check the module comprehension and key-concepts</li> </ol>		
Activity/Task	<p>Students are recommended to go through the following activities:</p> <ol style="list-style-type: none"> <li>1. Read the background information</li> <li>2. Use the pre-module self-evaluation Mandala and self-assess own digital competences according to the module</li> <li>3. Check key words in the glossary whenever they are linked</li> <li>4. H5P presentations, read the text and answer to quizzes, check results</li> <li>5. Answer to quizzes</li> <li>6. Final self-evaluation test at the end of the module</li> <li>7. Use the final self-evaluation Mandala to self-assess the new digital competences acquired after the module</li> </ol>		
External resources	OER links, videos, images, pdf		
<b>Evaluation</b>	<p>Knowledge will be assessed through intermediate interactive activities on H5P and a final self-evaluation will be inserted at the end of the module.</p> <p>Learners will be asked to self-evaluate their own digital competences at the beginning and at the end the module through the self-evaluation Mandala. It is personal but could also be shared with the teacher/educator/tutor if needed.</p>		
Learning outcomes in terms of competence	Knowledge	Skills	Attitudes
	To know the difference between written, oral and	To distinguish the contexts and related	To respect the rules of digital communication



	video digital communication.	uses of digital communication.	according the situation and means of communication (email, instant messaging apps, video chats).
	To distinguish the threat of digital communication and avoid them in order to reach specific digital communication purposes		
<b>Evaluation_content</b>	The final exe-learning file contains 20 questions which are all multiple choice on the topics of the modules.		