**Review of digital communication methods**

You are to review the methods of digital communication you currently use within this workplace (i.e. this training course) and conduct the following analysis for Mitchell (i.e. your trainer).

**Task A**

Name two (2) of the existing methods of digital communication currently used in your work (i.e. training). For each method, list:

* one (1) strength
* one (1) limitation
* two (2) key features.

**Note:** Existing methods of digital communication are ones currently being used in your workplace settings. You are to form your responses into a table for easy analysis.

The strengths, limitations and key features of each method of digital communication must be a maximum of 40 words each.

**Task B**

Investigate an emerging (1) method of digital communication that has good security. You will need to do some research for this to identify an emerging method. List your findings in a tabular form reporting on:

* one (1) strength
* one (1) limitation
* two (2) key features.

Note: Emerging method of digital communication are digital communication methods that are becoming more popular.

The strengths, limitations and key features of each method of digital communication must be a maximum of 40 words each.

**Task C**

Identify a current (1) industry practice related to digital communication etiquette in your workplace that you believe is not well handled or not fully applied by users. Then, identify two (2) key features of the industry practice you identified and a minim of one (1) way that application of the etiquette could be promoted or applied in your workplace.

Note: Digital communication etiquette is the “do’s and don’ts” when using digital communication tools like email, Team and Zoom.

The key features of the industry practice must be a maximum of 40 words each.

**Task D**

Name two (2) items of commercially sensitive information that Anjark Services may hold in its digital records.

Explain why these items are commercially sensitive.

**Note:** Commercially sensitive information is information that a business has that allows it to do better than its competition. (e.g. client lists and business strategies)

Each key feature you explain is limited to 40 words.

**Task E**

Write two (2) organisational policies from Anjark Services that have something to with the use of digital communication.

**Task F**

Identify three (3) opportunities to use digital communication applications in your workplace.

Note: ‘Opportunities’ are to work-related tasks that can be completed using digital communication applications. Each opportunity must require the use of a different digital communication application.