



### **A Brief History of Communication**

By Vokle Inc. vokle.com, 2010

<http://youtu.be/rDkxsNmKDGk>

A beautiful, graphical representation of the way man's communication capabilities have evolved.

### **Introduction to Written Communication: Some Basic Principles**

By National Centre for e-learning and distance education, Riyadh, Kingdom of Saudi Arabia

[http://jusur.bu.edu.sa/portal/modules/courses\\_list/PDF/ENG101/PART2/Topic\\_1.pdf?mylms=93e99a37f741b2e6812d7a72588cf8e7](http://jusur.bu.edu.sa/portal/modules/courses_list/PDF/ENG101/PART2/Topic_1.pdf?mylms=93e99a37f741b2e6812d7a72588cf8e7)

A thorough introduction to the basic principles of written communication. Designed to help develop proficiency in all kinds of daily writing at home, school and in the workplace.

### **The Machine is Us/ing Us (Video)**

By Michael Wesch, Associate Professor of Cultural Anthropology, Kansas State University, 2007

[http://youtu.be/NLIGopyXT\\_g](http://youtu.be/NLIGopyXT_g)

Though dated, still a fascinating look at the changes in the ways we communicate. Bound to spark a discussion.

### **Business Card image**

By CDG Marketing and Web Design

<http://cdgwebdesign.com/wp-content/uploads/2010/11/comp-of-business-cards-1024x892.jpg>

Image used to ask students to identify email addresses.

### **How to Find Someone's Email Address**

By Guy McDowell MakeUseOf.com, February 2009

<http://www.makeuseof.com/tag/finding-someones-e-mail-address2/>

Tips for tracking down email addresses, which isn't always simple!

### **Image of email address structure**

From Senior Connect Lessons (<http://seniorconnectlessons.blogspot.com/2011/02/internet.html>)

[https://lh3.googleusercontent.com/-CkydkSGO0nk/TWukvKWbjDI/AAAAAAAAAG0/\\_UtWiluupro/Email.PNG](https://lh3.googleusercontent.com/-CkydkSGO0nk/TWukvKWbjDI/AAAAAAAAAG0/_UtWiluupro/Email.PNG)

Show this image to help explain the structure of email addresses.

### **Gmail**

By Google

<http://gmail.com>

Use Gmail for exercises on using email.

### **How to recognize phishing email messages, links, or phone calls**

By Microsoft Safety & Security Center

<http://www.microsoft.com/security/online-privacy/phishing-symptoms.aspx>

This is the source of phishing tips included in this lesson.

### **Why Google asks for your information at sign-up.**

By Google

<http://support.google.com/accounts/bin/answer.py?hl=en&answer=1733224>

Brief information about the types of information you need to provide when signing up for Google services.

### **How to find email addresses for Business Research (Video)**

By Boostel Research

<http://youtu.be/P0tXA24d-OY>

Easy to use Google search tips.

### **About Gmail**

By Google.com

<https://mail.google.com/mail/help/chat.html>

Illustration of basic Gmail screen used in this lesson.

**Google+: Explore Hangouts (video)**

By Google

<http://www.youtube.com/watch?v=QN38vHZjWXw>

Short, fun video intro to the Google+ group video chat service.

**Social Networking in Plain English**

By Common Craft

[http://www.youtube.com/watch?v=6a\\_KF7TYKvc](http://www.youtube.com/watch?v=6a_KF7TYKvc)

A short explanation of social networking websites and why they are popular.

**Social Networking Sites and Our Lives**

By Pew Internet and American Life Project, June 2011

<http://pewinternet.org/Reports/2011/Technology-and-social-networks.aspx>

Explores how the use of social networks relates to trust, tolerance, social support, and community and political engagement.

**List of social networking websites**

By Wikipedia

[http://en.wikipedia.org/wiki/List\\_of\\_social\\_networking\\_websites](http://en.wikipedia.org/wiki/List_of_social_networking_websites)

List of major, active social networking sites, number of users and Alexa ratings (sortable)

**Newsgroups and Message Boards (Computers in the Classroom)**

By Edward Vockell and Eileen Schwartz, School of Education, Purdue University, Calumet

<http://education.calumet.purdue.edu/vockell/cai/Cai5/cai5newsgroup.htm>

Brief introduction to how newsgroups and message boards work.

**Best Blogs in 2011**

By Time Magazine

[http://www.time.com/time/specials/packages/article/0,28804,2075431\\_2075447,00.html](http://www.time.com/time/specials/packages/article/0,28804,2075431_2075447,00.html)

25 fresh picks, from politics and pop culture to travel, tech and beyond

### **Eleven Safety Tips for Blogging**

By Washington State Office of the Attorney General

<http://www.atg.wa.gov/InternetSafety/SocializingOnline.aspx#Blogging>

Practical privacy and safety considerations for anyone who is considering blogging. Same page also includes tips on using social media, chat rooms and online dating.

### **Sites used in demonstrating in the filling out forms portion of this lesson**

Help Wanted: Employment/Job Information Links in Public Library Systems

<http://www.nysl.nysed.gov/libdev/outreach/helpwntd.htm>

New York State, Dept. of Labor: Career Services

<http://labor.ny.gov/careerservices/CareerServicesIndex.shtm>

Monster.com job search service

<http://monster.com>

New York State, Dept. of Taxation & Finance: Tax forms

<http://www.tax.ny.gov>

<http://www.tax.ny.gov/pit/efile/freefile.htm>

US Internal Revenue Service: Tax forms

<http://www.irs.gov>

### **Creating an E-mail Account (with Gmail)**

By Geneva Public Library

PowerPoint slide show -

<http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/geneva/gmail.pps>

Handout - <http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/geneva/gmail.pdf>

This presentation walks a person through creating and using a Gmail account, including the use of labels and contacts. The 26-slide presentation could be used as a resource that a participant could consult in order to reinforce what was learned in class.

### **Yahoo! Mail**

By Lockport Public Library

[http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/lockport/lpl\\_yahoo.pdf](http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/lockport/lpl_yahoo.pdf)

This one-page handout would be helpful to someone who is setting up a Yahoo! mail account. It would help the person with the actual setup, but not in how to use the account.

### **Gmail Basics**

By Moore Memorial Library

<http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/moore/gmailbasics.pps>

This 11-slide presentation would be useful to someone who needed a refresher in how to setup and use a Gmail account.

### **You've Got Mail**

By Western Sullivan Public Library

<http://forms.wsplonline.org/Courses/Youve%20Got%20Mail%20Handout%20-%20FINAL.pdf>

A 14-page handout with step-by-step instructions for setting up and using an email account. The text is generic, yet specific, so it can be applied to any email service.

### **Filling in online forms**

From the BBC Webwise

<http://www.bbc.co.uk/webwise/course/forms/menu.shtml>

Online tutorial on how to fill in forms with a quiz

From the Minnesota Literacy Council

<http://forms.themlc.org/>

Practice pages for filling in web forms