



EVIDENCE OF COMPLETION OF 5 CLASSES FROM GIVEN LIST

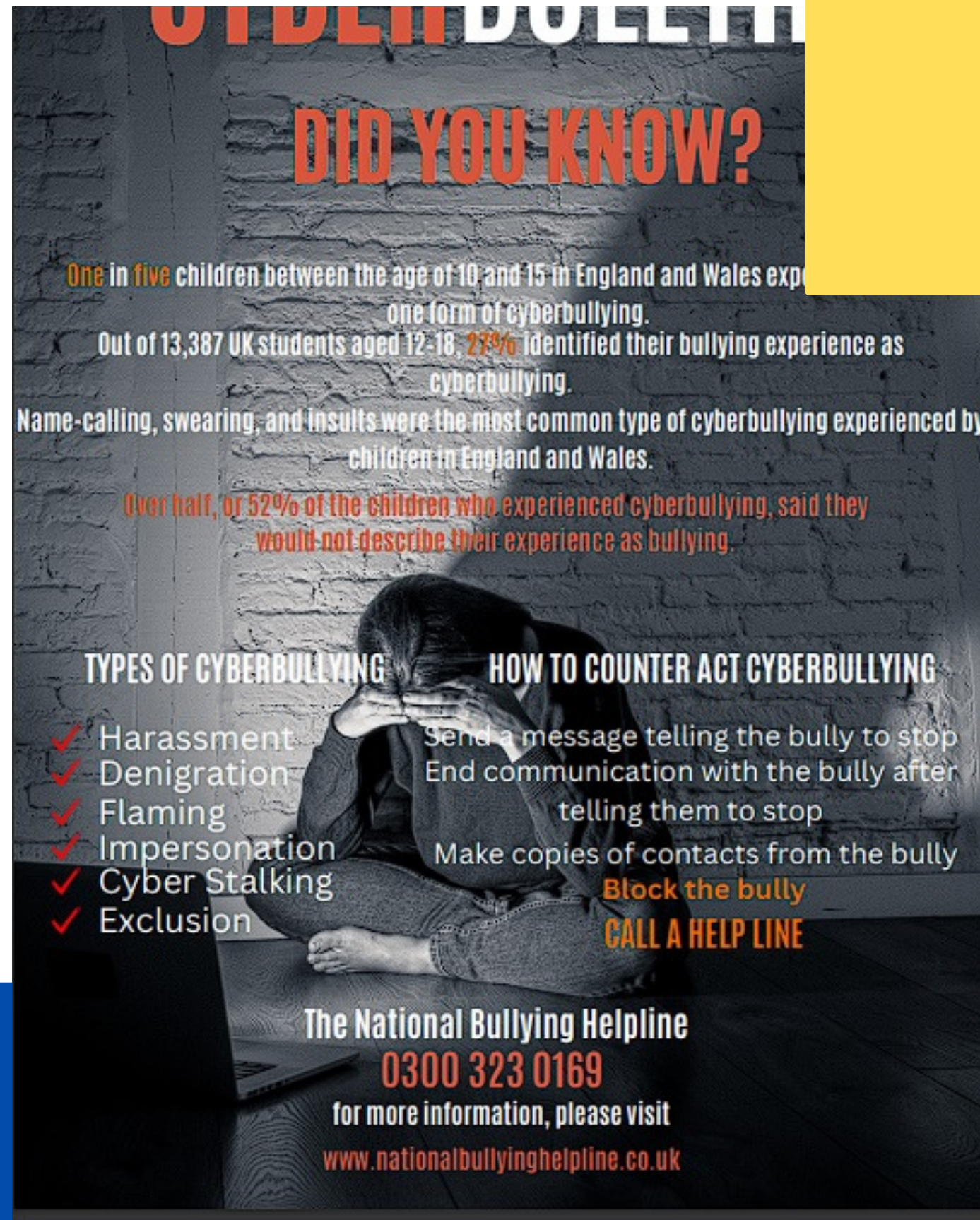
PRESENTATION MADE BY IONUT CONDRACHE
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I. POSTER CREATION

Aim: Learn how to create a promotional poster

Learned how to create a promotional poster and also how to make it eye catching. Also, another thing that I learned was how to create a reference list and what to include in it.

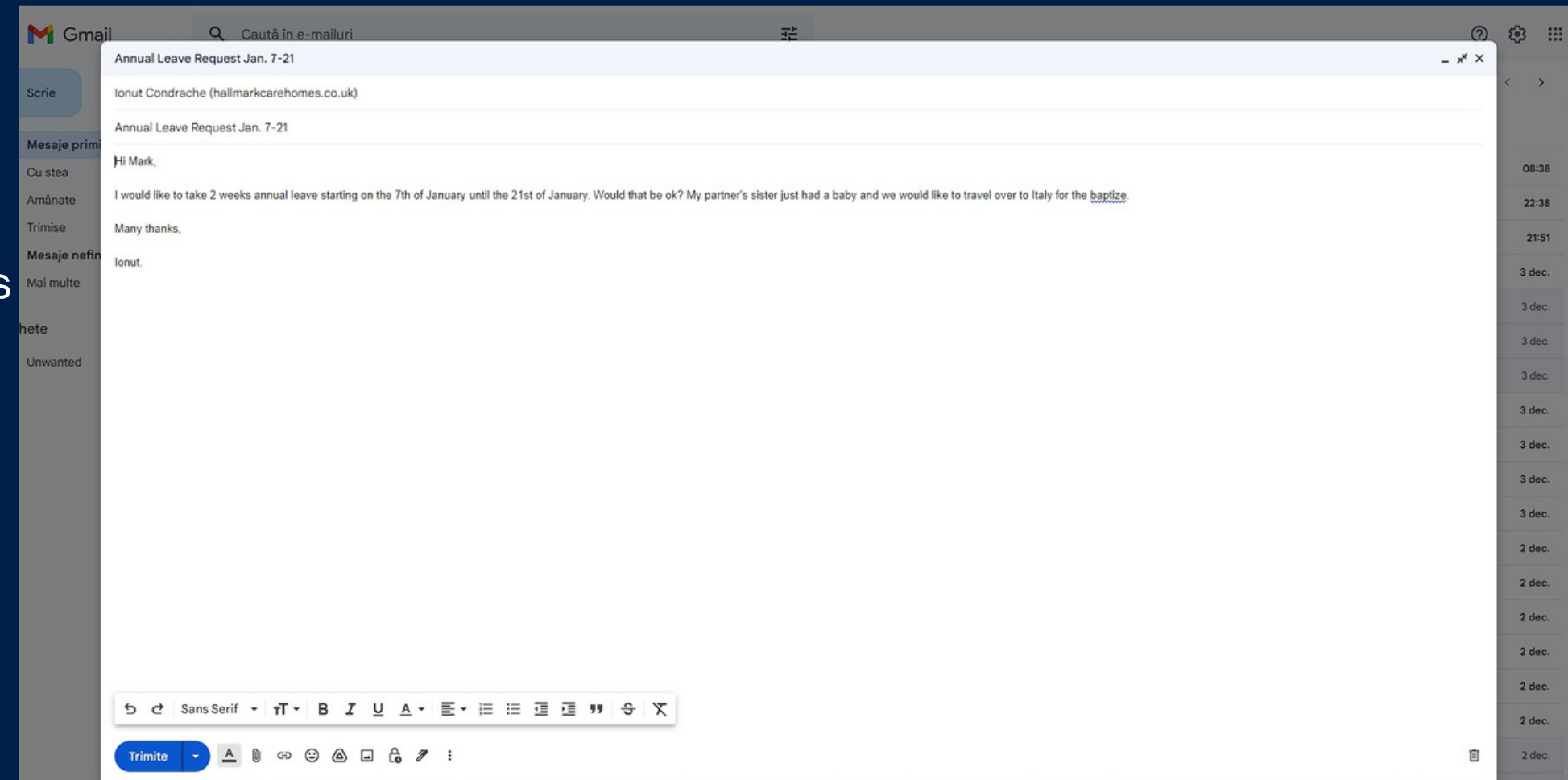


II. COMMUNICATING USING EMAIL / SEND EMAILS IN THE WORKPLACE

Aim: Learn how to communicate using emails

In this section I learned how to create and send emails in my workplace or friends and also that:

1. Subject lines are important.
2. To use bullet points and highlight call to action.
3. To keep it short.
4. Not to muddle content.
5. To be collegial. (depending on circumstances)
6. To watch my tone.
7. To avoid too many exclamation marks and no emojis.
8. To avoid quotes that could be offensive to others.

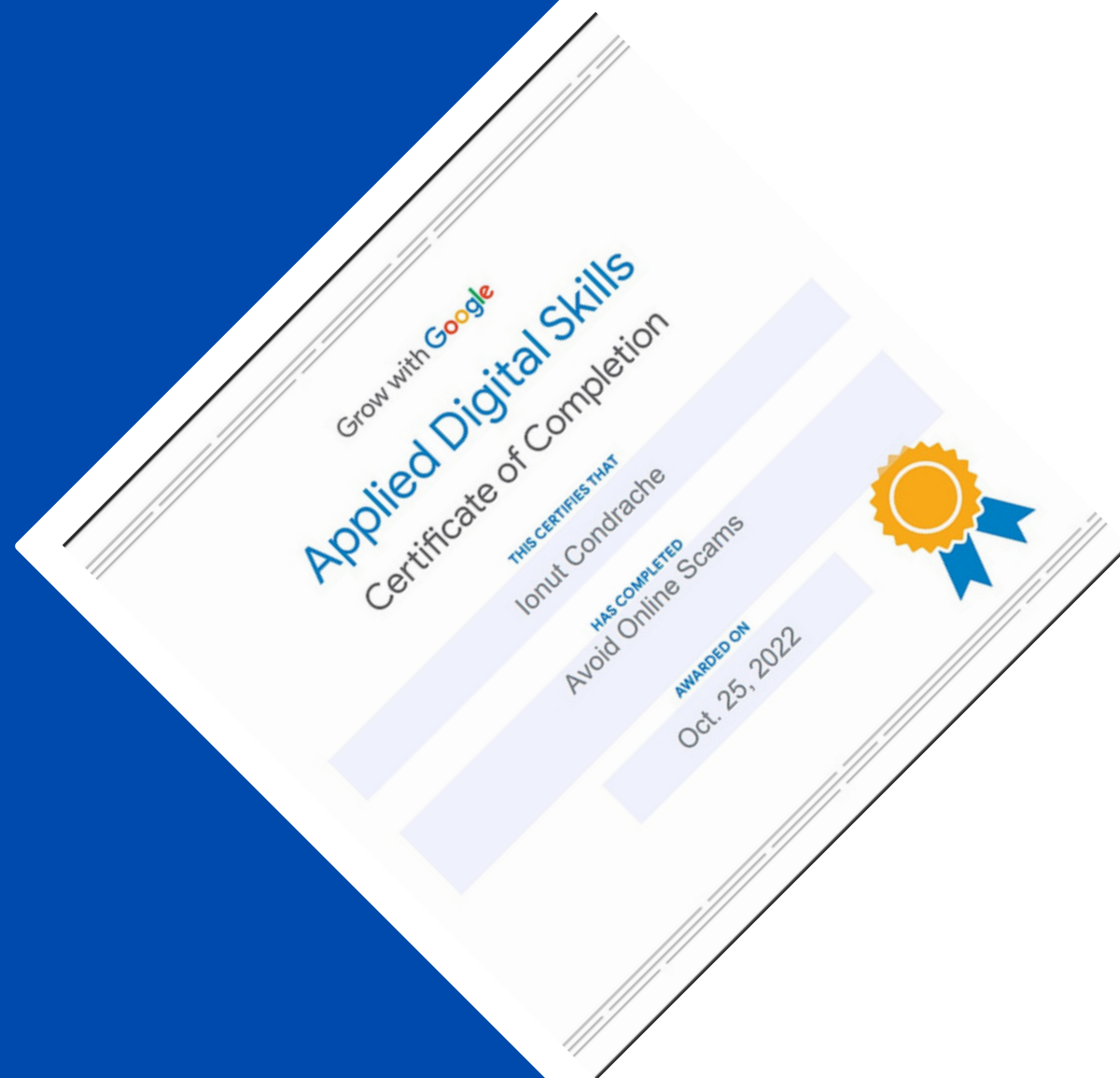




III. AVOID ONLINE SCAMS

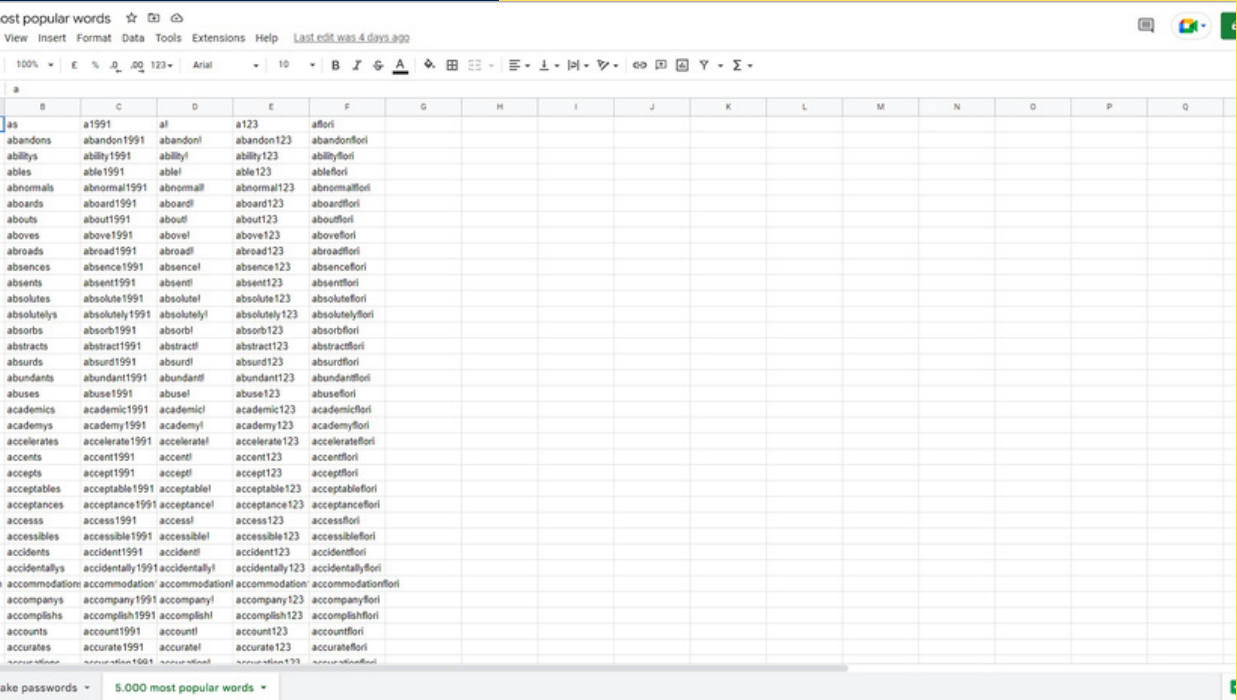
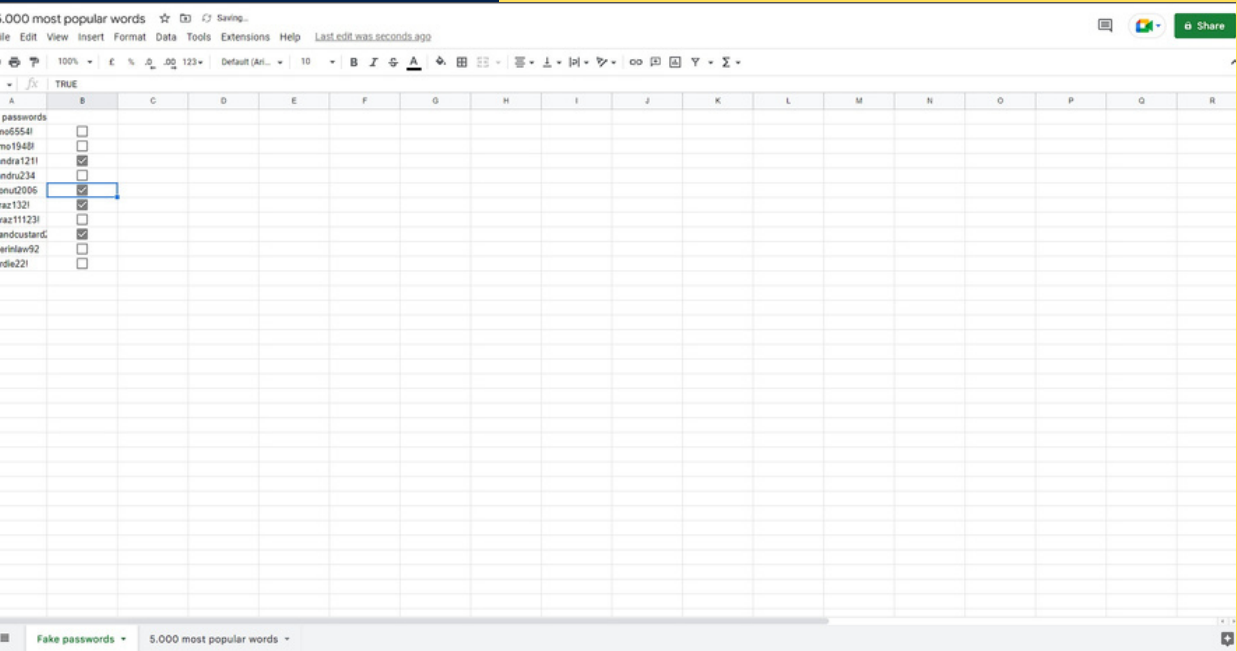
Aim: Learn how to avoid online scams

In this section I've learned how to avoid online scams and that we should visit government websites directly for trustworthy information. Not to click on links in an email or text message. That scammers often send fake links to websites that look like they're from the government. Instead of clicking on links in messages, open up a new window and search for the name of the government agency.



IV. CREATE AND SAFEGUARDS PASSWORDS

In this section I've learned how important it is to have a strong password so that it can't be guessed easily. Also, another thing that I've learned was how to use the 'concatenate' function to commence a dictionary attack on myself.





Aim: Learn a skill - How to message someone through Google Chat

In this section I've learned how easy it is to connect and collaborate with someone through digital tools (eg. emails, phone calls, online meetings etc.). Also, as a skill, I've learned how to message someone through Google Chat

V. CONNECT AND COLLABORATE FROM ANYWHERE WITH DIGITAL TOOLS