

The Importance of Digital Skills in Study and in Work

Module – LCSH4002

Module Title – Digital Skills and Research Methods

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Date of Assignment – 20th February 2023

Contents

- Introduction
- Research question
- Literature review
- Ethical consideration
- Methods
- Conclusion
- Reference list

Introduction

Types of digital tools;

- MS word
- MS power-point
- Excel
- Teams
- Outlook
- Whatsapp
- Google drive



Research Question

The research question for this research is listed below;

1. Which digital tool is most used by students at UWTSD?

The aim of study is to find out which digital tool is most used by students at UWTSD.

Literature Review

- The use of different digital tools
 - Apps
 - Programs
 - Online resources
- What is Outlook?

Microsoft Outlook is a paid or subscribed application that is widely used to send and receive emails
- Is Outlook used in universities and work?

Microsoft Outlook is an email client and has become an essential part of every organisation



Methodology

What is primary research?

- Primary research is original research carried out by the author.

How is primary research different from secondary research?

- Primary research varies from secondary research because there is no originality when conducting secondary research, secondary research is research that already exists.

What is quantitative research?

Quantitative research allows researchers to learn about demographics of a population in more depth, measuring how many people use a service or product, explore behaviours and attitudes and document trends. Data can be measured in a variety of forms such as; percentages, proportions, and relationships provide means to quantify and provide evidence for the variables listed above.

Who did you share your questionnaire with?

- Questionnaires were shared with UWTSD students.

How did you share your questionnaire - google form

How did you collect data – questionnaire

Ethical consideration

What are the ethical issues that can happen during data collection;

- No ethical review approval
- Failure to follow approved protocol
- Inadequate informed consent
- Failure to maintain confidentiality

How to solve those ethical issues;

- Ethical issues can be solved by always maintaining confidentiality, making sure all persons involved have legal/mental capacity to give consent voluntarily. Ethical review and approval is vital and must be completed before conducting research and following approved protocol guidelines ensuring no distress is brought upon its participants.

Conclusion

Digital tools has made life easier for almost everyone across the globe, making communication direct and instant. The pros to using digital tools is that students and those in the workplace can work remotely. The disadvantage of digital tools include breaches of data security and invasion of personal privacy.

As the researcher you should always ensure that there are no biased views that can potentially cause harm and the **GOLDEN RULE** is always kept – do unto others as you want done unto you.

Reference List

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