

NAME:

LABASA SANGAM SKM COLLEGE

2021 COVID WORKSHEET

**YEAR 12B OFFICE TECHNOLOGY**

***INSTRUCTIONS***

***1. SIMPLY READ YOUR NOTES THOROUGHLY***

***2. READ THE QUESTIONS CAREFULLY***

***3. WRITE YOUR ANSWERS IN YOUR ACTIVITY BOOK***

WEEK 2: 07.06.21 – 11.06.21

**ESSAY WRITING**

**QUESTION 1**

**OFFICE AND EQUIPMENT**

**In today's technological age you will be using an increasing number of injuries and illnesses in the workplace**

With reference to the above statement, discuss the following:

- Three types of work hazards.
- Three preventative measures of one hazard.
- Three remedial actions of the preventative measures.

**QUESTION 2**

**COMPUTER CONCEPTS AND SKILLS**

**Using internet as a source of information**

With reference to the above statement, discuss the following:

- Three uses of email.
- Three uses of internet.
- Three disadvantages of using internet.

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