SANGAM SKM COLLEGE – NADI

YEAR 13 OFFICE TECHNOLOGY WORKSHEET - WEEK 2

Questions

Paragraph Writing

Write a paragraph of about **50 – 70 words** to answer the question.

- Discuss the technologies used in the hospitality and business industry.
- Explain how it has benefitted each industry.

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i. Give one importance of E-Learning Technology in your classroom.
ii. Explain the purpose of each equipment used to facilitate E-Learning in your classroom.
iii. Discuss how visual aids support discussions in business meetings.

> As an Office Technology student you have been requested to prepare a list of equipment's that will be required to setup teleconferencing in your school.

i. List down the equipment's used for teleconferencing.
ii. Give two advantages and disadvantages of teleconferencing.
iii. Identify and explain the two types of teleconferencing.

Paragraph writing

Write a paragraph of about **50 – 70 words** to answer the question.
- Identify two positive and negative impacts of using mobile phone and social networking.

Essay writing

Write an essay of about **180 – 200 words** to answer the question.

> *Business communication is information sharing between people within and outside an enterprise that is performed for the commercial benefits of the organization.*

With reference to the above statement, discuss Video Conferencing, Telecommuting and Social Networking with:

i. its definition.
ii. one advantage and
iii. one disadvantage.

ANSWER   weeek2
Paragraphing writing

1.   Technology in the workplace allows businesses to expand quickly and efficiently. Businesses use technology to: o facilitate discussions for example video conferencing o advertise products, services and vacancies for example social network o remove workplace boundaries for example virtual office o improve communication in the workplace for example electronic mail o reduce carbon footprints for example saving documents in soft copies (e-copies) o save costs for example minimum storage space needed for archiving e-documents o centralise records for example attendance register o enhances training and development efforts for example online resources

In today's technological age, workers will be using an increasing number of office equipment and increasing complex machines and software to complete work. Workers will also need to control and maintain the equipment. The ability to use technology is an essential skill in the ever changing workforce of the twenty-first century

2.   i)   computer and projector
   ii)   the purpose is to helping the students to understand better my looking at the example, pictures and also male the presentation livelier,
   iii)   it helps them by giving the accurate and pictures, video to support the discussions.

3.   i)   computer

   ii)   conducting meeting through telephone line

   iii)   **Web conferencing** Terminals that are connected to a mainframe computer are used by all the participants whereby **Audio conferencing** is a two way voice communication among multiple locations in real time.

4.   **paragraphing**
   Positive impact
   - Improved communication
   - Provide easy access to information and technology for students
   - Increased security
   Negative impact
   - **It can cause a distraction for students outside and in a classroom**
   - **Can be addictive**

5.   **Essay**
   Video conferencing links groups of people at different locations for meeting and conference purposes. Video conferencing allows meetings or conference to be held without the need for all of the participants to travel to a single location. It integrates video and audio to connect users anywhere in the world as if they were in the same room

   The participants can see and hear each other in real time allowing natural face to face conversation and visual elements that are not possible with voice relay communication technology.

   Advantages:
   (i)   Meetings can take place without leaving the office.
   (ii)   Travel costs and the time taken to travel can be reduced significantly.
   (iii)   Meetings can be called instantly worldwide with little notice. (iv) Delegates can still attend meetings even if they are physically unable to.
   Disadvantages:
   (i)   May not be as productive as a discussion around the table.
   (ii)   Confidential documents may need to be viewed and signed in person.
   (iii)   There will always be time when you need to be able to meet face to face.
   (iv)   A set of quality video conferencing system can also be expensive.

Sangam Education Board – Online Resources