PENANG SANGAM HIGH SCHOOL P.O.BOX 44, RAKIRAKI

LESSON NOTES 16

Year/Level: 9 Subjects: Office Technology

STRAND	OT 9.3 Office Administration	
SUB-STRAND	OT 9.3.1 Office Roles and Functions	
LEARNING	• Identify and discuss the criteria for a good office layout.	
OUTCOME	• Identify the two office layout and explain the advantage and disadvantage	
	Discuss ways of reducing disadvantages of open plan office layout	

OFFICE LAYOUT

Layouts of any office can depend on the size and needs of the business. A good office layout will concentrate on one of the following criteria in designs:

- **<u>Privacy</u>** Promotes confidentiality.
- <u>Accessibility</u> Equipment and data are close to work areas.
- **Flexibility** There is room for extension.
- **<u>Convenience</u>** Arrangement of furniture and/or equipment.
- **Interactive** Related business function are close to one another.

Office layouts can be designed in the following ways:

1. Conventional Office Layout (also known as Closed Plan Layout) is designed in such a way that **work areas are separated by fixed walls.**



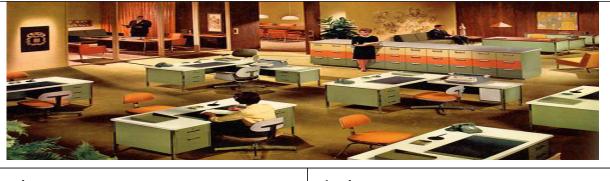
Advantages

- (i) Workers have a lot of privacy.
- (ii) Customers are at ease when
- discussing confidential matters.

Disadvantages

(i) There is a reduction of interpersonal communication
(ii) Workflow is not effective.

2. **Open Plan Layout** - work areas are designed by the use of acoustic screens or filing cabinets around work stations.



<u>Advantages</u>		itages	<u>Disadvantages</u>
	(i)	There is flexibility in the use of space.	(i) Workers do not have privacy.
(ii) Work areas are not too expensive to construct.		-	(ii) There is a high noise level from telephones and equipment.

Ways of Reducing the Disadvantages of Open Plan Layout

- 1. <u>Reduced privacy</u> use acoustic screens and pot plants to provide privacy.
- 2. <u>High levels of noise</u> use thick carpets and acoustic ceiling tiles to reduce noise.
- 3. Lower the ringing volume of the telephone
- 4. Place photocopiers and other equipment away from working areas to reduce noise and distractions
- 5. Lower your tone when conversing.

ACTIVITY

1. Explain the advantage and disadvantage of two office layout.

2. Discuss ways of reducing disadvantages of open plan office layout.

3. Paragraph Writing

In a paragraph discuss **five** criteria used for designing an office. <u>NOTE</u>: write this paragraph at the back of your exercise book.

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