

PENANG SANGAM HIGH SCHOOL
P.O.BOX 44, RAKIRAKI
REMEDIAL QUESTIONS WEEK 24

Year/Level: 10

Subject: Office Technology

i) Identify the four elements of planning a functional and attractive reception area.

ii) Explain any two elements of planning a reception area in your own words.

iii) List the three people who can access the reception area.

iv) Differentiate between verbal and non- verbal communication and give examples to each of them.

v) Explain two important points to consider why it is important to observe OHS in any workplace?

vi) Name one chemical hazard?

Paragraph Writing

In an office there are many types of equipment used that produces waste. From the List given below discuss one way each equipment produces waste and state one way to reduce the waste.

- Computer waste
- Photocopier waste
- Ink/tonner waste

