

SANGAM SKM COLLEGE – NADI

YEAR 13 OFFICE TECHNOLOGY WORKSHEET - WEEK 2

| Date | Questions |
|---------------------------------|--|
| 31/05 MON | Paragraph Writing Write a paragraph of about 50 – 70 words to answer the question. <ul style="list-style-type: none">• Discuss the technologies used in the hospitality and business industry.• Explain how it has benefitted each industry. |
| 01/06 TUE | <ol style="list-style-type: none">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. |
| 02/06 WED | <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p>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.</p></div> <ol style="list-style-type: none">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. |
| 03/06 THUR | Paragraph writing Write a paragraph of about 50 – 70 words to answer the question. <ul style="list-style-type: none">• Identify two positive and negative impacts of using mobile phone and social networking. |
| 04/06 FRI | Essay writing Write an essay of about 180 – 200 words to answer the question. <p style="text-align: center;"><i>Business communication is information sharing between people within and outside an enterprise that is performed for the commercial benefits of the organization.</i></p> <p>With reference to the above statement, discuss Video Conferencing, Telecommuting and Social Networking with:</p> <ol style="list-style-type: none">i. its definition.ii. one advantage andiii. one disadvantage. |

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YEAR 13 OFFICE TECHNOLOGY WORKSHEET - WEEK 3

| Date | Questions |
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| <p>07/06</p> <p>MON</p> | <p><i>You have been asked by your employer to create an electronic calendar which may be accessible to all the staffs in the organization.</i></p> <ol style="list-style-type: none"> i. Give the function of Electronic Calendars. ii. Discuss how employees can benefit from using Electronic Calendars. iii. Explain the purpose of a central electronic file. |
| <p>08/06</p> <p>TUE</p> | <ol style="list-style-type: none"> i. Discuss the function of Electronic whiteboard. ii. Explain how you as a student have benefitted from having electronic whiteboards in your classroom. iii. Give two advantages of multimedia system in schools. |
| <p>09/06</p> <p>WED</p> | <div data-bbox="379 999 954 1323" data-label="Image"> </div> <ol style="list-style-type: none"> i. Discuss the type of office illustrated by the above picture. ii. Give two advantages and disadvantages of the office shown above. iii. Give two impacts of technology in the workplace. |
| <p>10/06</p> <p>THUR</p> | <p>Paragraph writing</p> <p>Write a paragraph of about 50 – 70 words to answer the question.</p> <ul style="list-style-type: none"> • Discuss the different types of green technology |
| <p>11/06</p> <p>FRI</p> | <p>Essay writing</p> <p>Write an essay of about 180 – 200 words to answer the question.</p> <ul style="list-style-type: none"> • Discuss five initiatives of Green Technology |

Thank you