

## WEEK 3

16. What is the function of the following device?

- **Monitor - is used to show data that has been put in a computer.**
- **Multimedia protector - allow for presentation.**
- **Printer - gives a result on paper.**

### 17. Paragraph writing

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

In a paragraph, discuss five ways in which an office worker needs to do in order to improve his/her typing speed.

- **Type with both your hands.**
- **sitting with a good posture**
- **Practice typing**
- **Make a point of not looking at the keyboard while you are typing.**
- **Typing-speed tests**

18. Identify the causes of climate

- **burn fossil fuels and**
- **convert land from forests to agriculture**

19. List down how climate change has affected us.

- **Excessive rainfall**
- **Prolong period of drought**
- **Melting of ice-bag**
- **Increases in temperature**

20. In 2-3 lines explain how we can avoid climate change.

- **Turn off electrical appliances when not in use**
- **Switch off lights before leaving the office**
- **Use energy saving lights**
- **Unplug idle appliances**
- **Use energy efficient products**
- **Use the 4Rs**

### 21. Paragraph writing

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

Discuss the four components of an office.

- **People – performing tasks that relate to an office e.g answer telephones, produce documents.**
- **Data (Information) - about the business that has been collected, created analyzed and stored.**
- **Tools (Office Equipments ) – used to help people perform the tasks e.g computers, photocopiers, printers and telephones, etc.**
- **Other Resources – these include office supplies and stationary.**