**SANGAM SKM COLLEGE – NADI**

**YEAR 13 OFFICE TECHNOLOGY WORKSHEET - WEEK 2**

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| **Date** | **Questions** |
| **31/05****MON** | **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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| **01/06****TUE**  | 1. Give one importance of E-Learning Technology in your classroom.
2. Explain the purpose of each equipment used to facilitate E-Learning in your classroom.
3. Discuss how visual aids support discussions in business meetings.
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| **02/06****WED** | 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.1. List down the equipment’s used for teleconferencing.
2. Give two advantages and disadvantages of teleconferencing.
3. Identify and explain the two types of teleconferencing.
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| **03/06****THUR** | **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.
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| **04/06****FRI** | **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:1. its definition.
2. one advantage and
3. one disadvantage.
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**YEAR 13 OFFICE TECHNOLOGY WORKSHEET - WEEK 3**

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| **Date** | **Questions** |
| **07/06****MON** | ***You have been asked by your employer to create an electronic calendar which may be accessible to all the staffs in the organization.*** 1. Give the function of Electronic Calendars.
2. Discuss how employees can benefit from using Electronic Calendars.
3. Explain the purpose of a central electronic file.
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| **08/06****TUE** | 1. Discuss the function of Electronic whiteboard.
2. Explain how you as a student have benefitted from having electronic whiteboards in your classroom.
3. Give two advantages of multimedia system in schools.
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| **09/06****WED** | M40 Offices - The Benefits of a Virtual Office - YouTube1. Discuss the type of office illustrated by the above picture.
2. Give two advantages and disadvantages of the office shown above.
3. Give two impacts of technology in the workplace.
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| **10/06** **THUR** | **Paragraph writing**Write a paragraph of about **50 – 70 words** to answer the question.* Discuss the different types of green technology
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| **11/06****FRI** | **Essay writing**Write an essay of about **180 – 200 words** to answer the question.* Discuss five initiatives of Green Technology
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 Thank you