

MINISTRY OF EDUCATION, HERITAGE & ARTS

2021 WORKSHEET 6

YEAR 11

OFFICE TECHNOLOGY

Instructions:

Write all your answers in the activity book. Please do not write the questions.

Essay Questions

Write an essay of approximately 180-200 words to answer each question.

Each question is worth 10 marks.

1. Every member of staff should take action to reduce waste which is produced while using office equipment.

With reference to the above statement, discuss **three** ways of reducing wastage of:

- paper (3 marks)
- electricity (3 marks)
- ink and toner (3 marks)

2. When an office is planned or reorganised, it is important to consider the relationship between people, equipment and the flow of work.

With reference to the above statement, discuss **two** factors of each of the following that enable an office to function successfully.

- privacy (2 marks)
- office layout (2 marks)
- arrangement of furniture (2 marks)
- accessibility to documents and equipment (3 marks)