

**MINISTRY OF EDUCATION, HERITAGE & ARTS**  
**2021 WORKSHEET 4**  
**YEAR 12**  
**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.

**QUESTION 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)

**QUESTION 2**

**Mechanisation contributes to the efficient management of office operations.**

With reference to the above statement, discuss three ways of using mechanisation in

- **document processing.** (3 marks)
- **information sharing.** (3 marks)
- **record keeping.** (3 marks)