

### ASSESSMENT

Total Marks: 30

Answer the following questions:

**Q: 1:** Short Questions (15)

- I. Explain the purpose of creating a technology-friendly workplace.
- II. Describe the different steps for preventing the distractive qualities of computers.
- III. How would you communicate with the IT department?

**Q: 2:** Outline some tips for managers to build a technology-friendly workplace. (7)

**Q: 3:** Discuss the ten easy ways of using technology to make work fun. (8)