

ASSESSMENT # 1

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)