Task Booklet



Workplace Information and Technology Module

FSKRDG10 Read and respond to routine workplace information

FSKDIG03 Use digital technology for routine workplace tasks

FSKWTG09 Write routine workplace texts.

## Instruction

These tasks are to be completed in one of two ways:

**Method One**

Using a word processing software (e.g. Microsoft Word) and creating a digital booklet with your responses to each tsk. Ensure you use correct spelling, punctuation and grammar.

Always check that you have saved your work before editing. It is a good idea to save as a different version each time you complete a task as this way you are unlikely to lose work already completed.

To save as a different version simply add a version number at the end of the file’s name, i.e. Numeracy Booklet 1-0, next time it would be Numeracy Booklet 1-1.

*or*

**Method Two**

Print out the Task Booklet, complete it in your handwriting ensuring your writing is neat and legible. When all tasks are completed, scan the whole booklet into a PDF file.

Regardless of which method you choose, when you have completed all tasks, you need to email the booklet to your trainer/assessor.

## Task 1

## In the table below are listed two different jobs and a space for your own choice of job.

## Complete the table by:

## Identifying and writing three different tasks you would do if you were in this job.

## Identifying and writing three types of digital technology you would use – remember that digital technology also refers to computer software.

## Identifying and writing two pieces of workplace information that you would need to refer to daily to complete your tasks (e.g. documents, posters, signs and other information you would come across in the job).

|  |
| --- |
| **Journalist** |
| Tasks | 1.
2.
3.
 |
| Digital technology used | 1.
2.
3.
 |
| Workplace information  | 1.
2.
 |
| **Receptionist at a doctor’s office**  |
| Tasks | 1.
2.
3.
 |
| Digital technology used | 1.
2.
3.
 |
| Workplace information  | 1.
2.
 |
| **Your choice of job**  |
| Name of the job you have selected: |       |
| Tasks | 1.
2.
3.
 |
| Digital technology  | 1.
2.
3.
 |
| Workplace information  | 1.
2.
 |

## Task 2

Write down three types of documents/information you might create when using digital technology in a workplace. It might help to think about the software and equipment you might use.

1.
2.
3.

## Task 3

Workplaces have policies and procedures to help guide their employees. Research the Internet and find two procedures related to technology use. Briefly explain the contents of each one.

|  |  |
| --- | --- |
| **Procedure 1** | **Procedure 2** |
|       |       |

## Task 4

## You have just attended a meeting. Your supervisor has asked you to write up the meeting minutes (a record of what happened in the meeting). The meeting was about a new product from the company you are employed at and how this new product will be marketed for release in two months.

## You have finished writing the minutes. You know your work needs to be reviewed by both your supervisor and the other workers who attended the meeting.

## What are two ways that your record of the meeting (i.e. the minutes) can be reviewed?

1.
2.

## Task 5

You Peter, your best friend, to check the meeting minutes. Peter works for a rival company in the same building as you. You meet up every day for lunch in the café on the ground floor.

You email Peter a Microsoft Word file of the ‘minutes’ so you can discuss it at lunch time.

Think about your workplace policies and procedures. Have you done the right thing in this situation? Explain why or why not.

## Task 6

Investigate the purpose of the documents listed below. Explain what the document’s purpose/s are. (Hint: There could be more than one purpose.)

|  |  |
| --- | --- |
| **Document** | **Purpose** |
| Invoice |       |
| Procedure |       |
| Workplace safety signage |       |
| Customer order |       |

## Task 7

Documents are written for an ‘audience’. That means the document is prepared for certain groups of people or individuals to read.

Provide at least one audience type for the following documents.

|  |  |
| --- | --- |
| **Item** | **Audience** |
| Job description  |       |
| Agenda |       |
| Bank statement |       |
| Recipe |       |
| Meeting minutes |       |
| Catalogue of products |       |

## Task 8

The graph below shows the number of businesses that ABC Incorporated has worked with over the past two years.



1. Write down the abbreviations used in this graph and what they mean.

1. Put the states and territories into order from highest to lowest in regards to those who do the most business with ABC Incorporated to the least.

## Task 9

Identify a job you may like to have in the future. Write down at least three documents you think you would have to write as part of this job.

1.
2.
3.

## Task 10

Look at the formal letter below and write down its features.

30 September 2014

Mr John Chan

PO Box 458

HANDSVILLE VIC 3541

Re: Employment opportunities

Dear Mr Chan

I am writing to you about employment opportunities at your organisation.

I am very interested in the real estate industry and would like to one day have a career as a real estate agent. I am currently in Year 12 and am looking for part time work. I would be interested in reception or administration jobs.

I have attached a copy of my resume for your consideration should any jobs become available in the future.

If you have questions, please do not hesitate to call me on 0411 111 222.

Yours sincerely

Eleanor Tranyurin

Features in this letter

## Task 11

On a computer, open the application Microsoft Word. Look through the list of fonts. Identify and write down three fonts that you would not use if you had to write a letter to a customer.

1.
2.
3.

## Task 12

In this task you are to write a simple report on how a digital device is used in a workplace.

You are to select one digital device that you know is used in workplace (try and get a device that is not mentioned in this unit!).

In your report you are to:

* Name and describe the digital device
* Explain its purpose
* Outline the advantages the device provides to the user and the business

Email your report to your teacher/trainer.