

Grade 7 EMS Worksheet

Assessment Task: Technology in business

Using technology in business (Group activity)

Discuss the questions in your group and write the answers in your workbook.

- a) List three items of technology that are used for communication in a business. [3 marks]
- b) Explain how each of these items helps people to communicate. [3 marks]
- c) What is computer software? Name one example. [2 marks]
- d) What is computer hardware? Name one example. [2 marks]

[Total: 10 marks]

Group assessment checklist

Criteria	Yes	No
Our group identified three items of technology used for communication in a business.		
Our group could explain how each of these items of technology helps people to communicate.		
Our group could explain what computer software is.		
Our group could explain what computer hardware is.		
The members of our group appreciate the importance of technology in business communication.		
The members of our group show sensitivity and tolerance towards people who are not familiar with technology.		

Grade 7 EMS Worksheet

Suggested Solutions

Question number	Possible marks	Solution
1	10	<p>a) Telephone, cell phone, fax machine, computer (e-mail). (any three) [3 marks]</p> <p>b) A telephone enables people to talk over long (and short) distances without having to be in the same location. A cell phone makes mobile communication possible; you don't need to be in your office to communicate. A fax machine enables you to send documentation over the telephone line. E-mail enables you to send correspondence and documentation electronically. [3 marks]</p> <p>c) Computer software is the written programs or procedures or rules and associated documentation that have to do with the operation of a computer system. Examples are the Windows operating system or Microsoft Office word processing package. (any one correct example) [2 marks]</p> <p>d) Computer hardware is the mechanical, magnetic, electronic, and electrical components making up a computer system. Examples are the monitor, the CPU, the mouse, the hard drive, the CD-rom, etc. (any one correct example) [2 marks]</p>

Appendix of Assessment Tools

Group assessment checklist

Criteria	Yes	No
Our group identified three items of technology used for communication in a business.		
Our group could explain how each of these items of technology helps people to communicate.		
Our group could explain what computer software is.		
Our group could explain what computer hardware is.		
The members of our group appreciate the importance of technology in business communication.		
The members of our group show sensitivity and tolerance towards people who are not familiar with technology.		