

## Topic 1-1 Assignments

### Activity 1 – Page 12

In this activity, you will become familiar with the types of offices in your own community. Work in a team with three other class members to complete this activity.

1. Develop a list of four or five major employers in your area.
2. Find answers to the following questions through inquiry or observation.
  - a. What is the primary product(s) of the business or organization?
  - b. What percentage of the employees work in offices at this location?
  - c. How many workers telecommute? If there are workers who telecommute, how many of them are considered office workers?
  - d. What technology is being used in preparing letters and memorandums? For telecommunications? For records management?
  - e. In general, determine if the technology in use is state-of-the-art, somewhat up-to-date, or primarily a non-computerized type.
3. Prepare a written report of one or two pages in which you present the information you gathered.
  - a. Use the format used in the Office Essay instructions.
  - b. Use spreadsheet software to prepare a pie chart showing office use of technology that is current, somewhat current, and not current, Incorporate this pie chart in your report.
4. Use spreadsheet software to prepare a pie chart showing office use of technology that is current, somewhat current, and not current, Incorporate this pie chart in your report.
5. Participate in a discussion that summarizes what offices are like in your community.