

## Pre-Entry Literacy Digital Skills Health and Safety Term 2

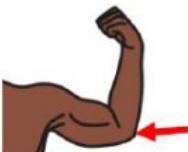




### PART 1

#### 1. Write the date when you complete the task

I know	Date when achieved
1. How to correctly set up my desk, my IT equipment and my chair.	
2. How to keep the correct posture while working on computer	
3. How often I should take breaks.	

#### 2. Type the words for parts of the body

				
head	chest	ears	arms	wrist

				
elbow	knees	feet	toes	ankle

**3. Look at the pictures.**



Is this person sitting correctly?



Is this person sitting correctly?

**4. How often should you take break from working on the computer?**

Choose the correct answer.

**Every 2 hours**

**Every 20-30 minutes**

**Every hour**