

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **CHAPTER 1: THE OFFICE IN A CHANGING WORLD**

**Instructions:** Answer the questions on the box provided.

- 1) List one difference between the traditional and virtual offices.
- 2) List one difference between the traditional and mobile offices.
- 3) Create a list of 3 major employers in Harbour Island. Also state what kind of office that company has.  

1)

2)

3)
- 4) Using your own words, what does the term 'telecommuting' mean?
- 5) List 3 'information related office tasks' (activities).
- 6) Use the list on pg.5 in your notes to list 1 task/activity performed by an office assistant.
- 7) Use the list on pg.5 in your notes to list 1 task/activity performed by a manager.
- 8) Use the list on pg.5 in your notes to list at least three tasks/activities that you can handle right now.

*Mrs P McPhee-Field*