

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 Mayaguana. 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.3 in your notes to list 1 task/activity performed by an office assistant.

- 7) Use the list on pg.3 in your notes to list 1 task/activity performed by a manager.

- 8) Use the list on pg.3 in your notes to list at least three tasks/activities that you can handle right now.

Mrs P McPhee-Field