



THE TECHNOLOGICAL PROCESS

1. Fill in the blanks in the sentences below with the following words.

risks	preliminary design	personal and collective protective equipment	
safety rules	technology	dangers	in groups
project report	project approach	technological product	measures
technological activity	workshop	role	key

- a. is the set of skills and techniques used to invent, design, build and adapt products to meet human needs and resolve the problems of everyday life.
- b. appeared as a way for us to meet our basic needs (food, shelter, clothing, health and hygiene, transport, work, leisure, safety, etc.) and improve our living conditions.
- c. is something that was obtained through technological knowledge and made to meet a human need.
- d. We can use technology to address and solve practical problems using the
The stages of this approach are: 1) Detect the problem or need; 2) Information and research; 3) Search for possible solutions; 4) Choose the solution; 5) Design; 6) Prepare and plan the work; 7) Build the product; 8) Check the results; 9) Presentation and assessment, and 10) Write the project report.
- e. The documents for the are: sketches of our initial ideas; diagram of the chosen idea; the list of materials; the list of tools; the budget, and the allocation of duties and roles.
- f. The key documents for the are: cover page; table of contents; description of the problem; research; possible solutions; chosen solution; construction drawings; planning (materials, tools and tasks); construction, and final tests and conclusions.
- g. In the, we work in This is generally easier, faster and more effective than working alone.
- h. When we work in groups, we may be given the of coordinator, secretary, tools manager, materials manager or cleaning manager.
- i. All technical activity has that can and should be kept under control at all times to prevent accidents.



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- j. We need to be aware of potential and the we can take to stop them from happening. We must also follow the safety rules.
- k. In the class workshop, you will find personal and collective protective....., such as goggles, gloves, dust masks, circuit breakers, etc.
- l. Always follow the to avoid accidents.

1. Match the responsibility with its duties.

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| 1. Coordinator | a. To collect, check and organise all the documents. |
| 2. Secretary | b. To look after the tools. Make sure the tools are not lost or damaged. |
| 3. Tools officer | c. To make sure that all classroom workshop rules are followed, and all machines are used safely. |
| 4. Materials officer | d. To agree on and coordinate all the resources and efforts for every member of the group. |
| 5. Cleaning officer | e. To find and collect the material needed. Recycle material you don't use. |
| 6. Health and safety officer | f. To make sure that all members leave their workspace in a clean and orderly manner. |