INFORMATION AND COMMUNICATIONS TECHNOLOGY SENIOR ONE

CONTINOUS ASSESSMENT

TIME: 45 MINUTES

INTRUCTIONS

✓ Attempt all questions

ITEM 1

Your mother has given your grandmother a computer as a gift. Your grandmother lives in a country outside of the Caribbean. She is a retired typist and is familiar with an electronic typewriter, but she is not very familiar with computers. However, she is looking forward to learning about them. Your mother has asked you to write simple step-by step guidelines to help your grandmother understand the parts of a computer and their functions, and be able to maintain it in good working conditions; to gently get her started in its use. You decide to assist your grandmother to get help by writing these guidelines.



TASK

- 1 Write a precise statement on what the manual should do for your grandmother.
- 2 Decide on the content and format of the manual. Write a brief outline of this guideline.