You are in the second year of your undergraduate degree at Monash University, and you are looking for a part-time casual position as a programmer to gain some work experience. Meanwhile, you attended an industry event organised by the Faculty of Information Technology at Monash University, and one of the guest speakers, Dr Sally White, the HR Manager of Monash Consulting happens to know someone who may have a vacancy. She suggested that you send her a follow up email after the event with a CV attached, so that she can forward your email to the person for consideration. In the conversation you had with her she mentioned that the potential role would involve working in a team where you would need to work with people with different technical and cultural backgrounds.

Write an email to Dr Sally White as appropriate. You do not need to include in your answer the recipient’s email nor the subject heading. You may also assume that a separate CV is already attached, that is, you do not need to write a CV as part of the answer.

*Dear Dr.White,*

*I am xxx, and am studying a bachelor in Monash University. I am writing this email to express my interest in applying for a job of a part-time casual position as a programmer. This is a job you mentioned in the lately an industry event organised by the Faculty of Information Technology at Monash University. I believe I am a suitable candidate based on my background given the following reasons.*

*I am really passionate in the field of IT and understand how the software development cycle. Since the job involve working in a team coming from different technical backgrounds, the cycle allows me to co-work with them smoothly. What I can give to them is my programming skills that practised from different coding event I joined.*

*I also noticed that the team members come from distinct cultural backgrounds of which this is a suitable environment to grow. I had participated in a cultural exchange in Italy and realise the importance of cultural awareness. Having experience of being discriminated during my exchange, I realised showing empathy was the greatest way to tackle the issues. The sense will bring me along my life, and hopefully this job. This can land me a chance to grow along my IT career.*

*I sincerely hope that I can regarded as a candidate. I will appreciate it if you can refer me to the relevant personnel for helping me show my interest toward this job.*

*I look forward to hearing from you.*

*Regards,*

*Xxx*

QUESTION 2: Information gathering, analysis and processing 1

The intelligence cycle consists of: 1) Planning and Direction, 2) Collection, 3) Processing, 4) Analysis and Production, and 5) Dissemination. Imagine that you are developing a 10-minute oral presentation to the management of your organisation. Your presentation topic is the competitive positioning of the new product your team has been developing. In light of the intelligence cycle, what would be likely activities involved in the ‘Planning and Direction’ stage? Explain what the ‘Planning and Direction’ stage would entail in this context, and list two examples of such activities.

*competitive positioning of the new product your team has been developing.*

*This stage is where I have not yet found any details of the topic. This stage mostly involved in planning the objective of the research.*

*Therefore, I will first have to define the scope of this presentation of competitiveness among competitors. With that knowledge, I can define our positioning of the new product. So that it can stay uniquely competitive.*

*For example, I will search for 1. what are the competitors, and 2.what makes them stand in the market and 3. How much market proportion do they own? With knowing them, it gives me an overview about who are the real competitors.*

*Then I will plan a direction to promote the uniqueness of the product that they do not possess. Perhap the price or function, performance or efficiency and so on. With that value, I can go to the following stage which is to collect data of how efficient, cheap, powerful our product is. This gives a better image about who does something better.*

QUESTION 3: Information gathering, analysis and processing 2

You are writing a progress report on the project your team has been working on. You need to refer to a source of information. The source is an online newspaper article written by a university academic on a specific system vulnerability found in a commonly used operating system (or OS). The article was published two months ago in response to a recent specific security incident. While the author is an authority in the relevant field, there are no citations made in the article, and the article was written based exclusively on the author’s experience. The OS vulnerability described by the academic in the article still exists. Given this situation, describe the currency and authority of the article, and discuss in what circumstances you could use the article as a credible and relevant source for your report.

newspaper article written by a university academic on a specific system vulnerability found in a commonly used operating system (or OS).

two months ago in response to a recent specific security incident.

currency : It is highly current since the article is published two months ago.

Authority : This is written by the author is an authority in the relevant field and published via a university. Therefore, the Authority is high.

However, we have to be assertive of how credible the sources are since no no citations are listed. The author’s experience might sometimes be biased and do not apply to our situation. This is something we have to examine if the OS vulnerability situation is frequently happened, and have to search for other credible sources to help this author back up and hopefully we can get some insight from external sources. This could be used as a reference when there is a similar issues happened since the previous experience might be useful. Even without much citation, this situation is still valuble given that he is the expert of that field. A citation is not a must.

discuss in what circumstances you could use the article as a credible and relevant source for your report.

credible : no citations,

written based exclusively on the author’s experience

Currency : it is current as this is written in 2020

Purpose : The reason does this information exist is due to the emergence of the app of tracing app. This

Authority: It is not very Authority based on the domain. It is .net but .edu or .gov. We do not know the origin of the information and are mostly second or third- hand sources.

Accuracy: Cannot judge without reading the content and author background.

Relevance : Since this is a new app with new policy, it is very relevant for me to notice the importance of privacy, which can give me a new insight of relevant security issues.