**ICT Report**

**ICT** stands for “Information and Communication Technologies”. ICT refers to technologies that provide access to information through telecommunications. Say: “this report looks at/shows/examines” the advantages of ICT in business, in private, public and in business life and it will draw recommendations regarding the disadvantages.

Introducing ICT into a workplace will have many advantages to an organisation as it attempts to keep competitive in an ever global market. However there are some drawbacks also.

**Advantages in the workplace:**

* **Productivity:** With new technology, productivity should be increased as some activities will be speeded up.
* **Quality and accuracy:** Machines are capable of producing the same standard of product over and over again, which reduces human error and therefore reducing waste or errors.
* **Lower labour costs:** Machines and technology can replace some human tasks, and over time this will make some employees redundant. This saves the business paying wages for labour.
* **Communications:** Through new technology such as email and video-conferencing, communications will be improved within a business and also to external customers. Communication between branches or even between countries will be improved.

**Disadvantages in the workplace:**

* **Financial cost:** Buying new equipment is normally expensive, as well as maintenance costs.
* **Breakdowns:** Machinery and equipment may suffer breakdowns, which will affect production.
* **Demoralise staff:** Employees' motivation may suffer if part of their job is replaced by ICT. This de-skilling of their job may make workers feel that they are vulnerable to being made redundant.

General advantages and disadvantages of using ICT:

**ICT Advantages:**

* Globalisation – connectivity - fast
* Marketing to a wider market
* Cost effective
* Education
* Creation of new jobs
* Bridging the cultural gap
* Greater availability

**ICT Disadvantages:**

* Oversaturation of information
* Overreliance on technology
* False information (Verify information with reputable sources)
* Security and privacy
* Lack of retaining information
* Loss of real human contact – loss of social skills
* Loss of individuality/critical thinking
* Open to miscommunication/lack of non-verbal
* Hacking/computer viruses
* Unemployment
* Lack of job security

Private and Business life

**Links to some examples:**

<https://storify.com/RoryP1/some-of-the-advantages-and-disadvantages-of-commun>

<http://smallbusiness.chron.com/advantages-disadvantages-information-communication-technology-66948.html>

<http://www.useoftechnology.com/advantages-disadvantages-communication-technology-organization/>

<http://impactofictinourdailylife.blogspot.ie/>

<http://www.slideshare.net/panitiaict/usage-of-ict-in-daily-life>