

✓ Participation W1

✓ **Exercise 1:**

Students are required to answer some questions related to the learning materials:

1. What is your understanding of the term information technology?
2. What kind of topics/ideas/areas comes into your mind when you hear the term IT?
3. Where do you see the use of IT in day-to-day life? Provide some examples.
4. What IT applications do you use every day? What do you use them for?
5. Name at least four important technologies (IT-related) of our times.
6. Differentiate between information systems and information technology.

➤ Sample Answer

↳ 1 cell hidden

✓ **Exercise 2:**

In this task students are required to rewrite unprofessional emails:

1.

Title: PLZ can I get extension for Assignment?

I AM REQUESTING YOU , CAN I get extension for assignment . let me know

Awaited for your response

2.

Title: Waive late penalty!!!

I am asking for you to waive the 10% late penalty. I did receive an email in which you had changed the deadline. But my reasons are:

it is not unreasonable to expect when i read an assignment spec that I think the date and time in the header is the submission date and time, why did you change deadline?

I don't care for your email notifications, I have a life outside uni- who has the time to read uni emails?

I am surprised at your hostile approach. You call yourself a lecturer!!! You made the error here. You corrected it very late in the piece, I don't think I'm asking for a lot in the circumstances. If you won't waive penalty, I will make a complaint.

3.

Title: G'day

I am writing to inform you of my resignation effective immediately. The three months I have spent working for you have been a colossal waste of my time, and I see no reason to continue. Your business is the most poorly run software company I can imagine, and it is absolutely amazing that it continues to hang on.

Please make sure that I get paid all that is due to me!!

Guide to complete the part

Some important notices on writing a professional email:

- **Clear and Concise Subject Line:** It should accurately represent the content of the email.
- **Professional Greeting:** Use a formal salutation like "Dear [Name]" or "Hello [Name]".
- **Purpose of the Email:** State your purpose clearly and directly in the opening paragraph.
- **Body of the Email:** Maintain a polite and respectful tone, with clear and concise language. Avoid slang and overly casual language.
- **Formal Closing:** Conclude with a polite closing such as "Sincerely" or "Best regards," followed by your name and contact information, if appropriate.
- **Proofread:** Check for spelling, grammar, and punctuation errors before sending.

> Sample Answer

↳ 1 cell hidden

