
ASSIGNMENT 7: DATA ORGANIZATION OF A BOOK STORE

due date: as written on e-learning

Guidelines

1. You are allowed to use a dictionary (or an online dictionary), and you are welcome to ask me if you have any questions.
2. At the end of your task, you will be assigned randomly and asked to assess the work of one of your classmates.
3. Submit your assignment by submitting the pdf file on e-learning, with the naming “Ass-7__two-last-digits-of-your-NIM_your-nickname” (example: Ass-7__28_Indah).

I hereby certify that I am ready to accept all the consequences if any fraud is found in carrying out this assignment.

Problems

1. Create a short video based on the following questions. Your video must have duration ± 10 minutes, and is uploaded in your Youtube channel.

Note that you must speak naturally without using text. If you feel that this is difficult, then you should write an outline and practice your speech several times before creating a video.
2. Read the following part of email sent by the owner of Jumbo Book store. Speak about the content of the email using the following questions as a guideline.
 1. What types of information does Jumbo Book Store communicate between its employees?
 2. How do the employees exchange information in the company?
 3. What documents does Amiki prepare?
 4. How much time does it take to compile the data?
 5. Why do the customers complain?
3. Prepare recommendations using the following outline.

