

NEW TECHNOLOGIES

Controlled writing assessment

Aim

To produce a piece of formal writing relating to the subject of new technologies

Task

Choose ONE of the following subjects and write a 400-word document.

Your piece of writing should be structured in the way of a formal report, including an introduction, body and conclusion, as well as linking words.

Marks will be awarded for structure and content as well as your use of language (grammatical and lexical range and accuracy, use of a formal register).

Subjects

- XYZ company is considering offering the option of teleworking to its 1500 employees. The CEO has asked you, a management consultant, to provide advice and recommendations as to how this can be successfully implemented. Write a report for the CEO with your guidelines, taking into account not only technical requirements and logistics but also the health, well-being and motivation of the employees. Suggested points to consider: ergonomic workstations, tools for remote team working, circumstances when on-site presence is required etc.
- Write a “Which?” report comparing three models of the same high-tech product. (See <https://www.which.co.uk/> for examples) **NB: The product must be imaginary, not a currently existing product.**
- Write a set of recommendations to parents and educators regarding the technological awareness that needs to be given to children these days.

You have the entire duration of the lesson in which to prepare this piece of work (1.5 hours), so plan your work carefully and allow time for thorough checking of grammar and spelling before submitting your work.

Please submit your work by email by the end of the lesson (pdf files only, please).

This piece of work will contribute to your continuous assessment mark for the semester.