**LEYTON SIXTH FORM COLLEGE – CENTRE NO: 13409**

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**DEPARTMENT: COMPUTING AND IT**

**COURSE: BTEC EXTENDED DIPLOMA IN IT - ACADEMIC YEAR 2013-2014**

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| **Student Name: Student ID: Teacher:** Mrs J Niles Brathwaite | | | | | | | |
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| **Unit No: 1 Unit Name:** Communication and Employability skills for IT  **Internal Verifier:** Mr E. Nganga **Date Verified:** 28/08/2013 | | | | | | | |
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| **Assignment No:** 1  **Assignment Title:** Effective Communication  **Assignment Given Out:** 4/09/2013 **Assignment Submission Date:** 11/09/2013  **Learning Outcomes:**  **LO2:** Understand the principles of effective communication  **LO3:** Be able to use IT to communicate effectively | | | | | | | |
| **Task** | **Unit** | **Grading Criteria**  **Reference** | **Grading Criteria** | **Review Date** | **Grade Awarded** | **Date Achieved** | **Page No#** |
| 1 | 1 | P5 | use IT to aid communications | 6/09/13 |  |  |  |
| 2 | 1 | P6 | communicate technical information to a specified audience | 9/09/13 |  |  |  |
| 3 | 1 | M2 | review draft documents to produce final versions | 10/09/13 |  |  |  |
| 4 | 1 | P4 | demonstrate a range of effective interpersonal skills |  |  |  |  |
| 5 | 1 | D1 | evaluate interpersonal and written communications techniques |  |  |  |  |

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| **Assignment Rules:**  Any work submitted after the deadline may not be marked. |
| **Student declaration**  I declare that all of the work submitted for this assignment is my own work or, in the case of group work, the work of myself and the other members of the group in which l have worked has not been copied from any source. I understand that if any part of the work submitted for this assignment is found to be plagiarised, none of the work submitted will be allowed to count towards the assessment of the assignment.  **Student Signature: Date:**  **Assessor Signature: Date**: |

**Scenario**

You have been awarded an apprenticeship opportunity by an IT company that raises awareness about communication technology to various audiences. The managing director (MD) has asked you to complete various activities for their clients as follows:

**Task 1 (P5)**

The managing director wants you to research on a communication method used to disseminate information to an audience and produce a PowerPoint presentation explaining:

* How it works ?
* Resources required (e.g. hardware and software etc.)
* The advantages and disadvantages

You can consider one of the following:

e-mail, blogs, vlogs, podcasts, video conferencing, Facebook, chat rooms, online Forums, RSS Feeds, Message Board.

<http://www.streetdirectory.com/travel_guide/6023/online_business/internet_communication_methods.html>

**Task 2 (P6)**

Produce a ‘dummy’ guide using word processing on how to use the communication method you have done in Task 1 for P5.

**Task 3 (M2)**

Your original report and presentation will be proofread by a colleague and yourself making sure notes or marks on the original document are made indicating areas for improvement. You need to include in your submission the original documents, the suggested alterations and the final revisions.

**Extension Tasks:**

**Task 4 (P4)**

Now prepare and deliver your presentation to the class making sure you do not exceed the stipulated time limit. This will be supported by an observation statement.

**Task 5 (D1)**

Produce a report of no more than five hundred words which evaluates the interpersonal and written communication techniques that you have used in the previous tasks.

Research techniques of electronic communication and produce a report of no more than 500 words which describes these techniques and identifies the circumstances in which some approaches are more suitable than others.