

(BLHW 3403)

SECTION A (20 MARKS)**Answers:**

1. The aim of the report is to **investigate** (1 mark) two different types of biometric technologies and to **recommend** (1 mark) the better choice.
(2 marks)
2. It means **recognition (or any other acceptable answers)**.
(1 mark)
3. The criteria discussed in the report are **the stability, invasion and convenient usability**.
(2 marks)
4. Iris scanner is a better biometric technology in comparison to retina scanner in terms of stability as **the measuring accuracy of the retina scan can be affected by illness** (1 mark). **However, the iris texture remains extremely stable because it is internally and protected, yet externally visible part of the eye** (1 mark).
(2 marks)
5. The texture of the iris can be affected in **extreme cases of eye injury**.
(1 mark)
6. The iris scan is considered as the better of the two methods as **it can be done from a greater distance** (1 mark) and **it is less intrusive** (1 mark).
(2 marks)
7. Retina scanning is less preferred due **to the intrusive process required to capture an image** (1 mark) as **the retina is located at the back of the eye** (1 mark).
(2 marks)
8. Retina scans require that the person to **remove their glasses** (½ mark), **place their eye close to the scanner** (½ mark), **stare at a specific point** (½ mark), and **remain still** (½ mark), and **focus on a specified location for approximately 10 to 15 seconds** (½ mark) while **the scan is completed** (½ mark).
(3 marks)
9. Iris recognition scanning differs from biometric retina scanning because **it uses camera technology along with infrared illumination to get the images of the intricate** (1 mark) and **detail-rich structure of an individual's iris** (1 mark). In contrast, the retina scanning **involves the use of a low-intensity coherent light source** (1 mark).
(3 marks)
10. Both technologies have high level of security (1 mark) and reliability (1 mark).
*Accept any 2 points from the above (or any other acceptable answers)
(2 marks)

(BLHW 3403)

SECTION B (20 MARKS)

* Important notes:

- Answers must be in multiple paragraphs (Not more than 5 paragraphs).
- Candidates must provide a thesis statement, topic sentences and supporting details.
- Answers should be not more than 350 words.

Thesis Statement: (2 marks)

The **three strategies for conducting productive virtual meetings** include **sending an agenda** in advance, **setting ground rules** and **getting everyone engaged and involved**.

**Accept any other correctly worded thesis statement as well.*

Content:

1. Send an agenda in advance (Topic sentence 1)

- Provides a clear expectation of what is expected before and during the virtual meeting
- Team members can get prepared, allocate time and get everyone on the same topic
- The meeting can be kept focussed.
- In case of problems in a meeting, the agenda helps improve the team's ability to quickly and effectively address the issue.
- Ensure that the agenda has items that the participants are interested in.

2. Set ground rules (Topic sentence 2)

- Clarify task implementation and understanding of the project
- Remind participants of the ground rules
- Make sure callers say 'Hello' and introduce themselves
- Say their names each time they speak.
- Use the mute button to eliminate background noises
- Focus on comments and keep comments short
- Listen with an open mind
- Respect another person's point of view
- Stay on point and on time
- Contribute to the meeting goals by sharing ideas, asking questions and contributing to discussions

3. Get everyone engaged and involved (Topic sentence 3)

- Assign various tasks for individuals of the team
- Conduct a quick 'go-round' where each person can be asked to share opinions
- Get regular group input
- Keep everyone engaged by 'taking five', whereby for the first five minutes everyone take turns to talk a little about what's going on in their lives either personally or professionally.

(BLHW 3403)

- 'Break the ice' and set the right mood for the participants to listen and to connect to one another.

**Accept any other correctly worded topic sentence and supporting details as well.*

(BLHW 3403)

SECTION C (20 MARKS)**Verb Tense Consistency (0 marks)****For each error:**

- correct error identification – 1 mark
- correctly stated verb – 1 mark

No	Line Number	Error	Correction
1.	2	were	are
2.	5	were	are
3.	7	aimed	aims
4.	11	played	play
5.	16	was	is
6.	20	was	is
7.	21	was	is
8.	23	picked	picks
9.	24	enabled	enables
10.	25	used	uses

(20 marks)**GRAND TOTAL = SECTION A + SECTION B + SECTION C**