Subject:	ICT L3 @ BGS		Assessment Point 1 - Coursework
Title of the project:		Communication Technology Assignment	
Due date: First lesson in September 2019 (either electronic or paper format)			
Learning skills and their place in the specification	Research and analysis skills will be used in this assignment.		
Specification link	https://www.ocr.org.uk/qualifications/cambridge-technicals/it-2016-suite/#level-3		
Tasks set	In this lesson element, you will identify different types of communication technology used in business. You will then be given a number of different situations for which you will have to justify which type of technology would be best to use.		
How this links to the exam specification	Unit 1 requires an understanding of employability and the communication skills used within an IT environment		
How to complete the task:	**Download** and save the **Communication Technology PowerPoint** – the link is provided in the next section. Complete Activity 1 on slide 5 and then look at the solutions on slide 6. Please note the answer to the question on slide 6 is "All the technologies are used to communicate". On Slide 7, change the title "Justification" to "Description". In rows A to F, add the names of the communication technologies listed on slide 6. For each communication technology, describe what it is, give examples of where it might be used and try and list the advantages and disadvantages it has as a type of communication technology. Extend the list to include "Voiceover Internet Protocol (VoIP)" and "Personal assistants, (such as Siri or Cortana)". You may have to copy the table to a Word file or reduce the size of the font to stop the table overflowing the slide. Activity 2 - Look at slides 9 to 18. Each slide has a scenario labelled A to J. Read each scenario and then use the table on slide 19 to recommend and justify a choice of communication technology solution. *For example for Scenario A:* Communication technology: *Email* Justification: *Emails can be created using a professional layout and will not disturb the working day of the IT companies (they can be read at any time). The read receipt function will allow Clare to know that her email has been read. She could attach her CV or a portfolio of her work to an email.*		

Resources or links	**Communication technology**
	Download the **Communication Technology PowerPoint** at this link: https://www.ocr.org.uk/Images/283143-communication-technology-presentation-.ppt
	Examples of communication technology: http://smallbusiness.chron.com/examples-different-forms-technologymediated-communication-34313.html
	More examples but be prepared to scroll right down the page: https://www.techwalla.com/articles/modern-types-of-communication
	Use search engines such as Google or Bing to try to find information on the types of communication technology listed on slide 6 and their strengths and weaknesses as communication technologies.
	Recommended textbook for the course: Cambridge Technicals Level 3 IT (Paperback) By Victoria Ellis, Graham Manson, Saundra Middleton, Maureen Everett. Published by Hodder Education Group ISBN: 9781471874918 *Typically £23-26 new, under £19 on Amazon – used copies will probably become more widely available at a lower price from the summer of 2019 onwards.*
Staff contact and email address:	Mr Bogle: lbogle@brimsham.com
Number of learning hours it will take to complete	Minimum 10 hours