Information Technology Level 2

Essential Bridging Work

If you intend to enrol on this course you must complete the following bridging work ahead of your first lesson and bring it with you. It should take you about 4 hours to complete the work.

Topic / Context	This task will require you to adapt the content and style of work to meet a set criteria. You will work towards communicating non-technical and technical descriptions on how to make a cup of tea to someone unfamiliar with this task.
Task	How to make a cup of tea, ready to drink. You must now write a set of instructions on how to carry out the activity. Your description however, must be non-technical and aimed at a foreign student with limited English. So no technical terms should be used and the steps should be described as if the student has no experience with the activity at all. You can include simple diagrams to illustrate your instructions, labelled with non-technical terms. You should now write a set of instructions describing the same activity, but this time you should assume that the audience is someone who is technically competent and has done similar activities before. Use technical references in the instructions. You can use diagrams to illustrate your instructions but these should be more complex and labelled with technical terms.
Resources	Online Research You can use any source of information you like but here are some links to get you started. https://www.e-education.psu.edu/geog438w/node/412 http://www.bbc.co.uk/schools/gcsebitesize/dida/using_ict/presenting_informationrev1.shtml
Presentation	Present your findings in a creative way using words and images. You might want to produce a poster or write a set of instructions. Your work should be handwritten and neatly produced. Make sure your work does not contain any errors. You will need a cover page with your name on.