

Name _____

Class _____

Date _____

By the end of this worksheet I can...

- ☐ explain the paperless office, remote working and communication across international boundaries
- ☐ describe ways to reduce the environmental impact of printing and packaging, including soy and wax inks
- ☐ describe safe working practices

I DO

Worked example Read how a full-mark answer is built

A design company lets staff work from home and meet by video call.

1 Describe two benefits of remote working. (2 marks)

Points that earn marks from the marking instructions: one ✓ per point

- ✓ Less travel time and cost
- ✓ Less travel means less pollution from vehicles

Why marks are not awarded

- X "Reduces pollution" without saying how

WE DO

Guided practice Use the starters and word bank to help you

A business has moved to digital (paperless) working.

2 Describe two benefits to the business. (2 marks)

Sentence starters

One ... is ..., which means ...
Another ... is ..., so ...

Word bank

collaboration · easier · working · smaller ·
remote · corporate · improved · storage

Tip: 2 marks = 2 separate, developed points.

YOU DO

On your own No notes. Check your answers afterwards.

3 Quick check: tick one box for each.

a) Which answer scores for an environmental benefit of remote working?

- ☐ It reduces pollution and is better for everyone ☐ Less travel to work means less pollution from vehicles ☐ It is better for the environment overall ☐ People are happier and more productive at home

b) Which reduces eye strain?

- ☐ Working without breaks to finish sooner ☐ Turning the screen brightness right up ☐ Using smaller fonts on the screen ☐ Regular breaks from the screen

c) Soy ink is more environmentally friendly because...

- ☐ It comes from a renewable source and is easier to remove when recycling ☐ It is cheaper than any other type of printing ink ☐ It dries instantly, so the presses use less energy ☐ It gives much brighter colours than normal inks

d) Fitting nets closely together on a sheet...

- ☐ Wastes card ☐ Makes printing slower ☐ Reduces waste ☐ Is unsafe

4 Key terms: write the letter of the matching description next to each term.

- | | | |
|------------------------------------|-------|---|
| 1. Soy ink | _____ | A Solid ink blocks: no cartridges, less packaging waste. |
| 2. Wax ink | _____ | B Vegetable-based, renewable ink; easier to remove when recycling paper. |
| 3. Paperless office benefit | _____ | C Saves paper, ink and storage; easier sharing and searching. |

5 Explain why soy-based ink is better for the environment than petroleum-based ink. (2 marks)

6 Describe one benefit of remote working. (2 marks)

7 Explain what is meant by 'Safe screen work'. (2 marks)

Check and reflect

Mark your answers with the answer sheet. Go back to the checklist on the site and re-rate each "I can" statement above. Which one still needs work?
