Managing information and producing documents essay sample

Business, Organization

Section 1 – Understand the purpose of information technology in a business environment

1. In relation to your current business environment (or one that you are familiar with), identify at least two different types of information technology that may be used when completing work tasks.

2. What are the benefits to businesses (and others) of using information technology for doing work tasks?

Section 2 – Understand how to manage electronic and paper-based information

1. Explain the purpose of agreeing objectives and deadlines when researching information.

2. Identify the different ways of researching, organising and reporting information.

3a) For your own organisation (or one you know well), describe the procedures that need to be followed when archiving, retrieving and deleting information. Your answer should cover procedures for both electronic and paper-based information.

3b) When following the procedures outlined in Question 3a above, are there any legal requirements to consider?

4. Why is confidentiality critical when managing information?

Section 3 – Understand the purpose of producing documents that are fit for purpose

1. Identify at least two reasons for producing documents that are fit for purpose.

2. Use the table below to describe some of the different types and styles of documents that are produced in a business environment, and then explain when these different options may be used.

Informal report or memos

Section 4 – Know the procedures to be followed when producing documents

1. In most organisations, time is taken to agree the purpose, content, layout, quality standards and deadlines for the production of documents. What are the reasons for doing this level of planning?

2. Businesses will spend time checking finished documents for accuracy and correctness.

a) How is this done?

b) Why is this done?

3. Explain the purpose of following confidentiality and data protection procedures when preparing documents.

4. In business environments, there is often a requirement to use notes as the basis for text and documents.

a) Compare the different types of documents that can be produced from notes and include a description of the format of each document.

b) Explain the procedures to be followed when preparing text from notes.