

Document information

[Technology](#), [Information Technology](#)



Ergonomics, Reports and Correspondence Ergonomics The passage of time has evidently changed the processes and modes of almost everything in the world. Computer ergonomics are no different. The evolution of computing machines from typewriters to laptops and notebooks has created a significant difference between the ways in which people should sit while working on these machines.

The keys of the typewriters were harder that required much more force than the current keyboards and laptop keys. The arms of the user could not rest on any surface since significant force had to be used to type the words correctly. On the contrary, Adams (2006) stated that it is advised to rest the arms on a surface to ensure less fatigue on them.

The typewriter was a lower machine than a computer screen or a laptop due to which the user's head has to be lowered considerably down to look at the output. This could create severe fatigue on the neck after some time.

However, the modern guidelines of computer ergonomics advise the head to be kept almost straight (slightly tilted downwards by not more than 15 degrees).

Figure 1: Good computer ergonomics (Adams, 2006)

Ergonomics play an important role in maintaining a good posture of the individual and to ensure that longer durations of work do not affect his health. Bad ergonomics can lead to headaches, blurred vision, stress and fatigue on different parts of the body. Good ergonomics can prove to increase the efficiency of the workers while making them more productive. However, purchasing supplies for enforcing good ergonomics can create few expenses for the employers, for example appropriate chairs, stools for the

feet etc.

Reports and Correspondence

Hello XYZ,

Welcome to the company! As it is your first week here, I wanted to guide you regarding the different forms of communications that we follow in the organization. The different types of reports and tools for correspondence are explained as follows:

Memorandum: A memorandum is a small document that is used internally to communicate certain information amongst all the employees. It is mainly used for the dissemination of important information, gathering suggestions, sending reminders etc. It consists of three main parts; heading, subject and message.

Minutes of meetings: The correspondence and discussions of every meeting are recorded in this document to ensure that all the discussed elements, suggestions and decisions are recorded for future reference. It includes date, time, people present in the meeting and discussed matters in brief formats.

Periodic report: These kinds of reports are given on a weekly, bi-monthly or at the end of any discussed duration. The content and purpose of the report may be different with every department, for example, the sales department might be generating their monthly sales report etc.

Information report: Informational reports are the ones that include facts and do not contain any viewpoints from the writers, for example, employee leaves management will include the number of leaves remaining and taken by each employee.

Analytical reports: Analytical reports include the analysis of a certain aspect

and present the conclusions with respect to the facts present in the report. Future goals and strategies might be suggested in the report on the basis of the analysis.

I hope that you have comprehended the main types of reports and correspondences that are being used in the organization and shall be undertaking appropriate measures and processes to maintain and disseminate information.

Regards,

Your name

References

Adams, C. (2006), Guide to Setting Up an Ergonomic Computer Station, About. com, Retrieved from [http://ergonomics. about. com/od/office/ss/computer_setup_6. htm](http://ergonomics.about.com/od/office/ss/computer_setup_6.htm)