Task A

1. Identify some pros and cons to people using technology to work.

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| **Pros** | **Cons** |
| You don’t have to live close to where you work if you can telecommunicate and work from home. | People may avoid face-to-ace contact and use email as a form of communication. |
| Workers could use cloud services to access documents and programs from anywhere, provided they have an internet connection. | Some employees may feel pressured to work when away from the office. |
| Decisions can be made more effectively through an online workspace. | Workers without an internet connection may be left out of making important decisions. |
| Employers can check social networks to research potential employees (digital footprint) | Some employees have been disciplined for defamatory posts on social networks. |

1. Identify some pros and cons to working collaboratively.

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| **Pros** | **Cons** |
| Users can work together on the same documents online and share ideas. | Cannot read body language in meetings. |
| Working as a group, users can get more work done in less time. | Work can be lost if users overwrite others’ contributions. |
| Users can help each other solve problems. |  |
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1. Identify some pros and cons to teleworking.

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| **Pros** | **Cons** |
| Saves money because there is no need to pay for transport to work. | Less social contact which can leave employees feeling isolated. |
| Flexible because people can work when and where they like. | It is easy to work for long hours and get no break. |
| Increased productivity – less time lost travelling. | Distractions at home so work does not get completed. |
| Reduces pollution because no need to travel to work. | Dependent on a (good) internet connection. |

Task B

Technology continues to involve to a point where jobs that were traditionally performed by humans have been replaced.

Read the following article and answer the questions below.

<https://www.bizjournals.com/bizwomen/news/latest-news/2019/04/self-checkouts-contribute-to-retail-jobs-decline.html?page=all>

1. What impact is the introduction of self-checkout machines having on the economy?

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| Nearly 140,000 retails jobs were lost in 2017 due to a shift in technology and retail is traditionally a low-unemployment sector. |

1. What different services are offered by supermarkets which don’t require any human involvement?

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| As well as self-checkout machines, shoppers can take a ‘shop and go’ approach where they use their own barcode scanner to scan items in their basket. |

1. Name up to three organisations that use a self-checkout facility.

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| Answers will vary but examples may include cashpoints, self-checkout machines in restaurants (i.e. McDonalds) |

Task C

Read the following article and answer the questions below

<https://www.bbc.co.uk/news/business-48760799>

1. How many manufacturing jobs could be replaced with robots by 2030?

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| Up to 20 million |

1. Who is more vulnerable to this technological shift?

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| Lower-skilled workers and people who lives in regions with high unemployment rates. |

1. Approximately, how many jobs have been lost to robots since 2000?

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| 1.7 Million |