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| 1a | Any two from:   * It will save her money * Flexibility * Increased productivity * Reduces pollution |
| 1b | Any two from:   * Less social contact * Easy to work for long hours with no break. * Distractions at home. |
| 1c | Any two from:   * It makes tools such as spreadsheets and databases more readily available…. * …..which makes it easier to tackle questions/create ideas/solve problems. * It allows people to communicate/collaborate/share ideas…. * ….on a global scale. * It has made a huge amount of information available to everyone…. * ….making it easier to carry out research. |
| 1d | Any two from:   * People can work together on the same documents online. * Working as a group people can get more work done in less time. * It makes it easy to share ideas and be more creative. * It helps people to help each other to solve problems. |
| 1e | Any two from:   * Video conference * Voice call * Email * Online chat * Social media/Instant messaging |