4.1 ORGANISING INFORMATION – ANSWER

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The Planetary Consortium of Geo and Astrophysicists

You'll find a number of resources here, including:

- forums for interdisciplinary conversation
- *ScienceSearch*: Our interactive database that holds all papers published by Consortium members since 1995
- Procurement Centre: This area will help you order the calibration technology you need today!

You'll also find the following new services:

- Resume Newsgroup: If you're a new member, why not upload your current resume and other current activities so that Consortium members can get to know you?
- Annotated Help File: Having difficulties accessing us? Go to the 'Help' link below.

4.2 WRITING CONCISELY - Answer:

Possible Summary Titles:

  'Innovative Solutions to Mobile Phone Problems.'

  'Revolutionary Innovations needed in 3rd Generation Mobiles '

  'The Need for Better Access in Mobile Phone Technology'

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│ Please note that the following summary represents a first step in the  │
│ summary writing process. The second step would involve replacing words │
│ from original in order to avoid plagiarism.                            │
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If mobile commerce is to succeed, we will need better ways of inputting text than fiddling with nine tiny keys. For truly simple access, quicker interfaces are essential. Among the innovations being experimented with miniature scanners that link to mobiles, phone digits linked to webpages and speech recognition.

The next-generation wireless devices are now being developed by the Japanese. Among these is a compact-sized phone designed by the country's biggest handset producer, Matsushita (Panasonic), using miniaturisation. The next step is to perfect alternative keying methods for these tiny devices.

In the meantime, the Matsushita design team has come up with a fusion of the Game Boy and a mobile handset that allows the user to enter data by pressing buttons on a palm-sized pad. The inspiration behind this came from the designers watching gamers at local arcades and a saxophonist play music. (144 words)

4.3 USING PLAIN LANGUAGE - Possible Answer:

On-the-Job Training versus the University Degree

On-the-job training is a method of learning that has been traditionally used for many years. It is a very useful way for an employee to learn how to become a valuable team member, and most positions today (still) incorporate some on-the-job training. For many IT workers, it is the only type of education or training they have received (had) since leaving school. It is also the case that many potential employees are not suited to study at university, do not want to study, or come into the field from a different career and do not have the formal (academic) qualifications IT recruiters seek. They may also have started work as apprentices.

How important are these differences in 'qualification'? For the many employees who have the on-the-job experience, but lack the formal qualifications, the current emphasis on a university degree can /be distressing/cause hardship/etc. . . .

4.4 EDITING A TEXT

Text 1 – Answer

Note: There are 17 mistakes not 18 as stated in the original exercise.

University is a **valuable** transition point from school to **the** workforce. School leaver**s** get a chance to stretch their wing**s** and grow while preparing for **the** future. University curricul**a** are constantly updated to provide **their** students with subjects rele**va**nt to **the** latest technologies and trends. **F**or example, **most computing courses** are designed to offer a good grounding in many facets of **the** IT industry. This allow**s** students to **determine** which part of the field they wish to specialise **in**. They leave university with _ valuable knowledge and skills gained over several years of exposure to diff**e**rent specialists and technolo**gies**.

Text 2 - Answer

Today**,** the organization's work culture is changing rapidly from **that of** traditional business **to one** of E-business. All the various aspects connected with . . . competing in today**'s** changing technological organisation ha**ve** to be reth**ought** and re-engineered. The biggest strength of any organization is **its** employees**,** and the skills and dedication **of those employees** towards their work**. (Such a combination will lead** to . . . success.) **Therefore,** it is very important for **the** organization to have . . . employees who **have** good knowledge and **(even)** better skills. (But) as the (business) work environment changes, employees **will have** to ad**a**pt **to these** changes and . . . develop new skills and techniques. In this **(process), the** employer is the key to **his/her** employee**s'** continuing professional development. **This will involve h**elping employees evolve from being responsive to responsible, and letting them . . take the lead even when they are not in charge. (In turn,) employers **will** have to serve as mentors and coaches rather than act as bosses to get good result**s from** their employees.