



## **Cambridge Technicals Level 3 IT Summer Work**

### Task 1

You own your own website business. You are looking to employ a new website creator.

- a) Identify the personal skills you would expect that person to have to make them employable. (e.g. self-motivated, independent worker)
- b) For each area you have identified give examples of how this applies to working in the IT industry.

### Task 2

Communication is a key skill you have to have when running your business.

- a) Identify how communicating face to face and over the phone have similarities and differences in terms of the type and style of communication you would use.

### Task 3

Identify as many different ways information can be communicated.

- a) List them and whether the communication is electronic, not electronic or could be both.
- b) For each example give examples of when they would be used.