

### Learning Objectives

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By the end of this activity, students will be able to:

- Identify different types of office equipment
- Understand the function of various technological tools
- Explore how technology supports workplace communication
- Develop critical thinking about technology's role in society

### Equipment Detective: Identification Challenge (15 minutes)

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Match the office equipment with its primary function:

Equipment	Function	Your Match
Computer	Reproduces documents	
Printer	Processes and stores digital information	
Telephone	Creates physical copies of documents	
Scanner	Converts physical documents to digital files	



## Technology Timeline Creation (25 minutes)

### Group Task:

Create a visual timeline showing the evolution of one piece of office equipment:

- Choose from: Computer, Telephone, Printer, or Scanner
- Research its historical development
- Create a colorful, informative timeline
- Include at least 5 key technological milestones

[Space for Timeline Drawing]

## Workplace Communication Challenge (20 minutes)

*Scenario: Your team needs to share an important document with colleagues in another city. Describe the step-by-step process using office equipment:*

1. How would you create the document?

2. Which equipment would you use to share it?

3. What communication tools might help?

## Invention Innovation Challenge (30 minutes)

### Creative Design Task:

Imagine and design a NEW piece of office equipment that solves a current workplace problem:

- What problem does it solve?
- How would it work?
- Draw and describe your invention

[Space for Invention Design]

### Final Reflection:

1. What was the most interesting thing you learned about office technology?

2. How might technology change in the next 10 years?

3. What career might you be interested in that uses these technologies?

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