

How to

...read and understand information

In your work, you'll need to keep up to date by reading trade journals and magazines.

To take in all the information, you must read it carefully. You need to think about what the author is trying to achieve. Are they giving information or an opinion, trying to persuade, or to be funny?

Try this! Read the following texts carefully, and answer the questions below:

TITLE This tells you that the passage is about reducing staff absence.

FIRST SENTENCE By reading the first sentence of each paragraph, you get an idea of what the passage covers:

- free online resource to tackle absenteeism
- cost of absenteeism
- range of course topics
- can be adapted to individual organisations.

KEY WORDS Pick out key words that help you understand what the passage is about: small businesses; absenteeism; free online resource; ACAS; cost £11.6bn; course topics; package; website; advice; information.

FINAL SENTENCE
Ongoing support and advice available for real problems.

Top tips to reduce staff absence

Small businesses wanting to tackle absenteeism now have a free online resource to help them, courtesy of the Advisory, Conciliation and Arbitration Service (ACAS).

In 2003 the cost of absenteeism was estimated as £11.6 billion with a massive 176 million working days lost, according to the CBI's labour and absence survey.

The course covers a range of topics. These include unplanned/unauthorised absence, handling a long-term absence, developing an absence policy and procedures, recognising patterns of absence, handling frequent and persistent absenteeism.

Using the package, small firms can set up procedures to suit their own organisation. They can revisit the website at any time for practical advice and information when dealing with a real absence issue.

What is the author's intention in this passage?

- a) To advertise for ACAS
- b) To give information about the ACAS course
- c) To warn you that it is necessary to take the course
- d) To give you information about how small businesses tackle absenteeism.

What does the passage say about the course?

- a) It should be attended by owners of small businesses
- b) It can be adapted to the needs of individual businesses
- c) It can be used to suit individual organisations and gives ongoing online support.

Sometimes information is given in different ways. Here the image of the wireless network helps you understand what the pieces of equipment look like and how they relate to each other.



Wireless Local Area Network (LAN) solutions allow several users to share high-speed Internet connections, without the trouble and expense of wiring PCs together. When used with laptops, wireless networks also give users the freedom to break away from the desk and use their computers in non-traditional locations.

Wireless networking is a powerful technology for small businesses and home users, removing the complexity of network cabling and making it the easiest way to share high-speed ADSL broadband connections. Each computer or laptop will require a wireless card or stick to enable it to work with the wireless router.

http://www.ndo.com/ndo/Products/Make_My_Broadband_Wireless/wirelessbroadband.html

Try this!

Use the information given above to answer these questions:

- 1 What are the main benefits of wireless networking for the office?
 - a) The connection is quicker
 - b) You don't need complex cabling
 - c) You can share one high-speed connection without complex cabling
 - d) Laptops can be used in other locations.
- 2 What is the additional equipment for wireless networking?
 - a) Wireless network cards for all machines
 - b) Complex cabling
 - c) A wireless network card or USB stick for each machine plus a wireless router
 - d) Wireless router and cards for all machines.