

Date:

-----**Exercise -1****Write a paragraph on Paperless Office using the TEEL model****Paperless Office**

Paperless Office is a reality now and has many advantages. It refers to a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, known as digitization. It can save trees, money, time and space. In addition, it keeps personal information more secure. For example, one ton of paper is made from 17 to 24 trees. Reproducing a document at no extra cost in no time just by copying is possible now. A paperless office may need just a desk, chair and pc, reducing the required space. Moreover, the system and documents can be protected with password. Therefore, traditional offices are now transformed into paperless ones.

Exercise -2**Write a paragraph on Cyber Crimes using the TEEL model.****Cyber Crimes**

Cyber crime is a major threat to Internet Users. Using a computer or computer network to commit any illegal activity is known as cyber crime. The most common cyber crimes are phishing, scam, identity theft, malware attack and hacking. For instance, Melissa Virus sent by David Lee Smith in 1999 caused severe damage to hundreds of companies including Microsoft. In the same year 15- year- old James Jonathan hacked and shut down NASA's computer for 21 days. Therefore, a trusted security software, strong password and updated software are essential to protect the users from cyber crimes.

Exercise -3**Write a paragraph on junk food using the TEEL model.****Junk Food**

Junk food is harmful to health. Junk food stands for any food item that has less nutritional value and has little or no fiber, proteins, vitamins and minerals. Junk food, highly loaded with sugars, calories and fats causes obesity, depression, digestive issues, heart disease and stroke, type 2 diabetes, cancer and early death. For example, the American Heart Association recommends taking not more than 1500 mgs of sodium to avoid strokes but a slice of pizza has 600 to 1500 mgs of sodium. Therefore, FSSAI has banned sale of junk food in and around 50 m of school premises.