**Higher Administration**

**Homework Solutions**

**Administrative Services – Outcome 2 – Set 2**

**2009 Q4b - 4 marks**

Describe 2 possible consequences for the employee moving from a cellular to an open plan office layout.



**2010 Q5a - 4 marks**

Outline the benefits of an organisation’s decision to change from a traditional cellular office layout to an open plan layout.

**2012 Q2d - 6 marks**

Describe ergonomic features that would ensure a good working environment.

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