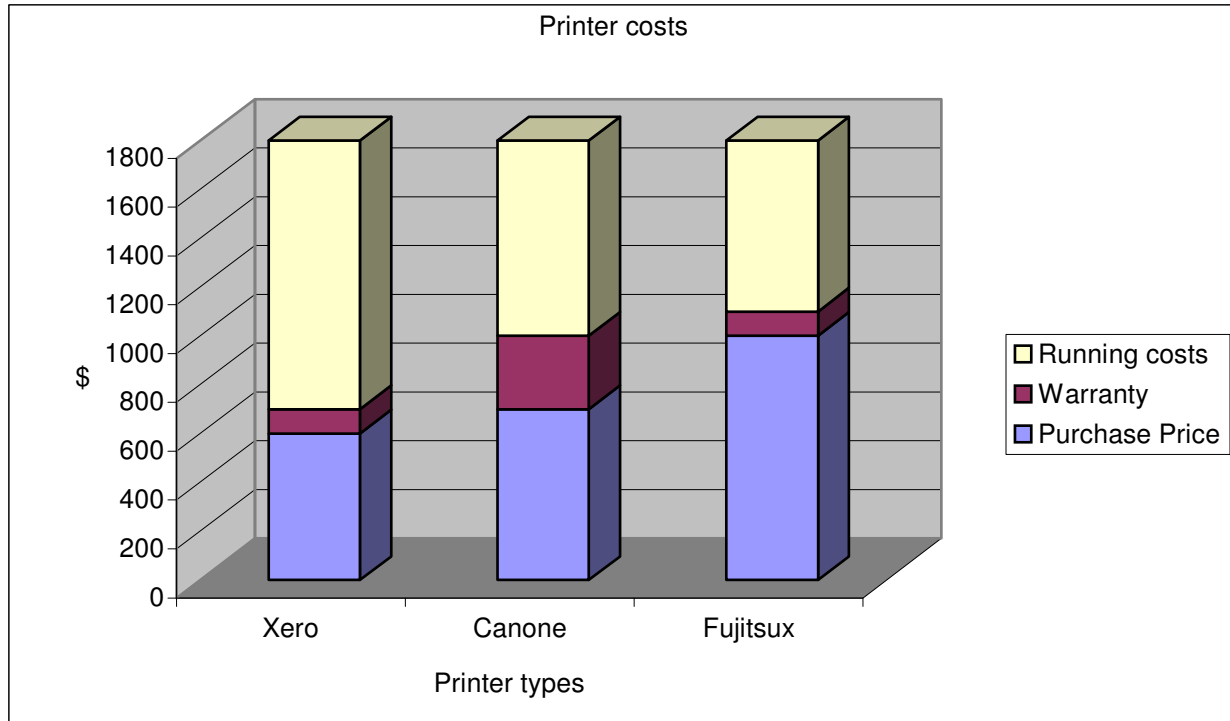


Business

Writing a Report

The bar chart below shows the cost of buying three different printers, warranty costs and their expected running costs for the first two years. Using the information in the chart write a short email report comparing the three machines.



Additional Notes:

- Xero is capable of printing in colour, but can only print the 2 pages per minute (The costing is purely for black and white printing)
- Canone can print at 15 pages per minute and can be used as a photocopier/scanner.
- Fujitsux is a much faster printer and can print 20 pages per minutes.

Business

Teacher's Notes

The cost over the two years is the same for each printer, but each Printer has pros and cons. Students should consider:

- The need for colour for the business (Which may also encourage inappropriate usage of the printer)
- If people are likely to be waiting for printouts. How many people are there in the office?
- The running cost factor, over a longer period the printer with the least running costs is going to work out cheaper i.e. in 4 years.
- Is the ability to scan important?

Assumed knowledge:

- Basic knowledge of printers
- Knowledge of how to describe figures
- Report formatting

Exam relevance

This question is in a similar format to the BEC Higher part one exam.
More info can be found at: <http://www.cambridgeesol.org/exams/bec.htm>