

GRADE 7 PRETECHNICAL MIDTERM MARKING SCHEME

1. Use labels and signs to alert people of a potential hazard in their surroundings. Cleaning our working areas so that our messes do not harm ourselves or others.

Wearing protective clothes when working.

Being alert and paying attention to the people near us. Following the safety rules and procedure of performing tasks.

2. Employing strong passwords

Updating software

Being cautious with links and attachment Use

secure connections

Backup data limit sharing personal information Employ

security tools

3. Communication is the act of transferring information from one person, group or organization to another.

4. Sender

Message

Medium

Receiver

Feedback

5. It provides information easily.

Enhances team work.

Makes business goals clearer.

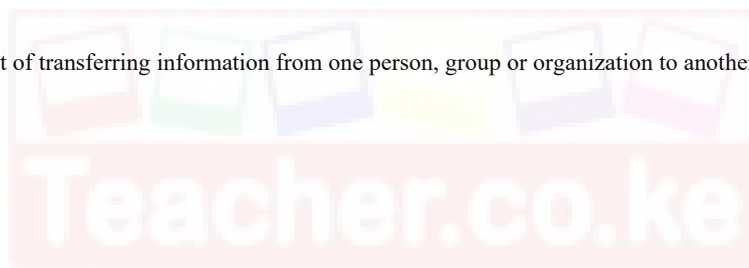
Clarifies issues.

Give reassurance to clients.

6. Email

Mobile phones Internet calls Short

messages services



We conference

Social networking sites

7. Cyber security threats

Privacy concerns

Misinformation Online

harassments

Exposure to inappropriate content

8. Enhanced personal growth

Enhances skill development

Improved solving problems Has

promoted motivation Promoted

networking

Has improved learning experience

9. Practicing empathy

Active listening

Seeking training Ask

questions Receiving

feedback

10. Speed

Reliability

Accuracy

Versatility

Reliability

11. Based on the size and performance Based

on the purpose

Based on the operating system Based

on usage environment

12. Business Computer

literacy Safety

practices



13. Enhances skills development

Promotes adaptability
Creates problem solving ideas

14. Fire Electrical

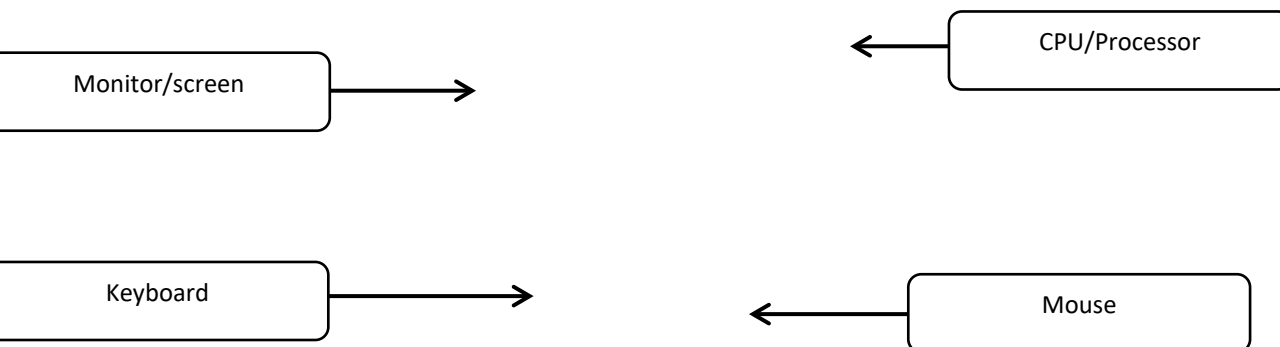
Bailing objects
Drugs and chemical hazards

15. Is a state of being protected from anything that that may be harmful to self or others.

16. State three roles of pretechnical studies in day today life.

- a. It gives learners the skills they need to think critically and solve problems as well as preparing them for a technical & digital future.
- b. Facilitates development of appropriate skills and knowledge gained from the learning areas Such as computer science and business studies.
- c. Offers a wide range of careers in pretechnical area such as in safety and material handling, in computer science such as programmers, software engineering and in business studies such as accountant, traders, manager, bankers and shopkeeper.
- d. Pretechnical studies promotes independence and self-learning through various skills
- e. Enhancing chances of creating employment opportunities and self-employment in individual.
- f. It equips learners with skills to use when observing personal safety and safety in working environment.

17. Name the parts of the computer shown below. (5 mks)



18. State three examples of safety measures. (3 mks)

- a. Wearing face mask to prevent spreading of airborne diseases or breathing in dirty

- air.
- b. Buckling a safety belt while in a vehicle to avoid falling off the seat in case of emergency brakes.
- c. Wearing hand gloves when working to avoid injury and dirt to the hands when working.
- d. Wearing gum boots to protect the feet from injury when working in areas with mud or sharp objects.
- e. Wearing an overall to guard against soiling clothes.

19. Identify four Physical threats at workplaces.(4 mks)

- a. Sharp edged tools and objects that can easily cut or poke someone.
- b. Disarranged rooms where one can easily tumble and fall.
- c. Naked electric wires that can easily cause electric shock.
- d. Poorly lit rooms where one can easily know oneself against objects.
- e. Poorly stored items on the shelves where they can easily fall off and hit someone.
- f. Working without protective gear where one can easily be hurt or injured.
- g. Rooms with wet slippery floors where one can easily slip and fall.

20. Name at least four examples of online threats at work place. (4 mks)

- a. Malware/virus attack.
- b. Hacking.
- c. Data theft.
- d. Cyber bullying.
- e. Friend requests from unknown people.
- f. Phishing attacks.
- g. Ransom ware-attempts to encrypt data and calling for ransom to release it or unlock code

21. State four Ways of mitigating/reducing physical threats to digital devices.(4 mks)

- a. Do not carry water into the computer room or near the computer.
- b. Do not use old and loose power extension cables in a computer room. They produce sparks that can cause fire in the computer room.
- c. Replace loose power extension cables because they may lead to unstable power supply.
- d. Use voltage controllers to curb unstable power supply in the computer room.
- e. Equip computer rooms with fire extinguishers that do not use water, the computer room can be fit with automatic fire detectors that will detect fire or smoke and alert the personnel in charge for quick action.

- f. Tuck computer cables in trunks or carefully lay them down under the desks in order to prevent falls in the computer room.
- g. Place computers on strong furniture to prevent them from falling.
- h. Restrict access to computer rooms.
- i. Secure the computer room with strong windows and doors to control theft of computers. To increase the security level, you can install CCTV cameras and also employ security personnel.
- j. Use computer cable locks to control theft in the computer room.
- k. Use dehumidifiers to control excess humidity and dampness.
- l. Ensure there is enough ventilation or free circulation of air in the computer room.
- m. Fit window curtains and air conditioners in the computer room to control and filter dust particles from entering the room.
- n. Cover computers with dust covers when they are not in use.

22. State three ideas and practices on how to personal and sensitive data from the public when online. (3 mks)

- a. Protect and manage personal information.
- b. Do not accept friend requests from strangers.
- c. Avoiding harmful or illegal content.
- d. Buy online items from secure and trusted sites.
- e. Installation of antivirus software.
- f. Backing up data.
- g. Use of strong passwords.
- h. Log out from your online accounts after using public internet to browse.
- i. Do not communicate with strangers online.

23. Identify five Safety Rules and Regulations at Work.(5 mks)

- a. To ensure that you know how to safely perform the task.
- b. To ensure you know the hazards of the task and how to protect yourself.
- c. To wear the required personal protective equipment necessary for the task.
- d. To always work clear of suspended loads.
- e. To always keep your mind and eyes on the task at hand.
- f. To obey all warning signs and barricades.
- g. To inspect all tools and equipment to ensure they are not defective before using them.
- h. Do not perform a task under unsafe conditions and report any unsafe tools, equipment or hazardous conditions.
- i. All chemicals' containers should be well labelled and covered.

j. Maintain good housekeeping at workplace all the time.

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24. Name the following safety wears. (7 mks)

Helmet

Safety Goggles

Safety jacket

Head phones/ear muffs

Overall



Gas mask

Gloves

Gumboots

25. Give three examples of Data. (3 mks)

- Texts.
- Images.
- Sound.
- Videos.

Personal data may, for example, include information on name, address, e-mail address, personal identification number, registration number, photo, fingerprints, diagnostics, biological material, when it is possible to identify a person from the data or in combination with other data.

26. List five examples of computers used today.(5 mks)

- a. Notebook.
- b. Desktop.
- c. Laptop.
- d. Tablets.
- e. PDA (Personal Digital Assistant)
- f. Electronic calculators.
- g. ATM Machines.
- h. Washing machines.
- i. Microwaves.
- j. Server.
- k. IPad.
- l. MacBook.
- m. Smartphone.
- n. Smart watch.
- o. Workstations.

