

Exercise walk-through

1.2

Collaborative Writing

GAC Computing

You must be able to

- explain the value of a cloud document and version history
- choose between a comment, suggestion, and direct edit
- use respectful, traceable collaboration habits

1

The method

Method — Make collaboration visible

A group writes one report in a **cloud document** 云端文档, rather than sending separate files. **Version history** 版本历史 records who changed what and when. If Mei thinks a paragraph needs a different example, she leaves a **comment** 批注 or a **suggestion** 建议模式. She does not silently replace a teammate's work. The owner can discuss, accept, or reject the change.

2

Practice

Practice 2.1 ■ 1 mark

State what version history records.

Solution 2.1

Method: Make collaboration visible — p.4

Worked steps

- Who changed what and when. **B1**

Practice 2.2 ■ 1 mark

Identify the best tool for proposing a change that the owner can accept or reject.

Solution 2.2

Method: Make collaboration visible — p.4

Worked steps

- A suggestion. **B1**

Practice 2.3 ■ 2 marks

Explain one problem caused by each group member using a separate private copy of a report.

Solution 2.3

Method: Make collaboration visible — p.4

Worked steps

- Different versions can contain conflicting changes. **B1**
- The group may lose work or waste time combining files. **A1**

3

Exam-style

Exam-style 3.1 ■ 4 marks

A group member pastes their section into the shared report on the night before the deadline. Explain why this is a poor collaboration method.

Solution 3.1

Method: Make collaboration visible — p.4

Worked steps

- The group cannot review or improve the work during the project. **B1**
- There is little visible evidence of the person's process and contribution. **A1**
- It may create formatting or version conflicts at the deadline. **A1**
- Continuous shared work is more reliable and supports a consistent final report. **B1**

Exam-style 3.2 ■ 4 marks

Recommend a process for a group that disagrees about a paragraph in the report. Justify your answer.

Solution 3.2

Method: Make collaboration visible — p.4

Worked steps

- Leave a comment explaining the evidence and use suggestion mode for the proposed wording. **B1**
- Everyone can see the reason for the change. **A1**
- The paragraph owner and group can discuss it without overwriting work. **A1**
- The final decision remains traceable in the document history. **B1**