

Methodological tool:

Creative demonstration of your writing skills

Number of methodological Tool	EUPANEXT_LO_013_M_001
Work Area Code and Title	4 WRITTEN COMMUNICATION
Unit Code and Title	2.8 Use written communication skills to produce a variety of routine business documents
Learning Outcome Number and Title	LO013: Demonstrate the ability to recall the main principles of effective forms of written communication and demonstrate competence in applying these principles in a clear and effective way in order to produce simple routine documents.
Objective of the methodological tool	After the completion of this exercise the participants will be able to: <ol style="list-style-type: none"> 1. Recall the main principles of effective forms of written communication 2. Understand their use
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written Exercise <input type="checkbox"/> Video Analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role Play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work <input checked="" type="checkbox"/> Competition
Description of the exercise/Procedure	<p>The participants should split into two or more groups. The objective of each group is to prepare a presentation accompanied by a poster for the principles of written communication.</p> <p>The presentation should last about five minutes. After the presentation, participants must answer questions for about three minutes. A committee will judge the groups on the following factors (on a scale of 1-5)</p> <ul style="list-style-type: none"> • in depth understanding of principles of written communication

	<ul style="list-style-type: none"> • quality of the poster • body language during the presentation • response to questions
Exercise is accompanied by	-
Exercise solution	-
Other comments to the trainer	<p>You should encourage the participants to adopt a holistic approach to the issue of business writing but to compose their presentation and their poster in a creative way. They should focus on the following main principles.</p> <ul style="list-style-type: none"> - Easy to read. - Visually appealing. - Knowledge of subject. - Respect to the reader. - Use techniques for handling large sets of data easily. - Appropriate tone. - Who is the receiver? How formal/informal the document should be. - Use of appropriate words that can make the difference.
Approximate Time needed for the completion of this exercise	