

Methodological tool:

Writing appropriately

Number of methodological Tool	EUPANEXT_LO_015_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	LO015: Demonstrate the ability to communicate in writing in the business environment (use business terms, avoid jargon etc.)
Objective of the methodological tool	After the completion of this exercise the participants will be able to: <ol style="list-style-type: none"> 1. Communicate in writing at a level that is appropriate for business.
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" 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 checked="" type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	Participants are given a text document. They should discuss on issues such as the following: <ol style="list-style-type: none"> 1. grammar or spelling mistakes 2. the structure 3. the tone 4. formal/informal 5. clarity of key points 6. clarity of the presentation
Exercise is accompanied by	<ol style="list-style-type: none"> 1. An 'inappropriate' letter of interest for the participants 2. An appropriate letter of interest for the trainer
Exercise solution	Participants should: <ul style="list-style-type: none"> • Format the text • Check the spelling • Check the tone

	<ul style="list-style-type: none">• Check the grammar, etc.
Other comments to the trainer	The trainer may use the enclosed document or any other document. The document should contain different types of mistakes including formatting mistakes. Inform the participants that the text below should be formatted into a professional form (i.e. bullets, paragraph, grammar check, etc.).
Approximate Time needed for the completion of this exercise	

