

Methodological tool: Write it so they will read it

Number of methodological Tool	EUPA_LO_050_M_02
Work Area Code and Title	WA 4: Written communication
Unit Code and Title	3.6: Use written communication skills to produce non-routine documents based on specific instructions
Learning Outcome Number and Title	LO050. Demonstrate the ability to explain different styles and tones of language, and situations when they may be used in written communication as well as how written communication can be adapted for meeting the needs and characteristics of different audiences;
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Compose written documents using different styles and tones according to the situation. 2. Compose written documents adapted to the needs and characteristics of different audiences .Take responsibility for the development of non- routine written documents that use appropriate style and tone as well as respond to the needs and characteristics of different audiences. 3. Select the appropriate styles and tone of language for specific situations and/or audiences. 4. Adapt documents to the personal characteristics and needs of specific audiences.
Approximate Time needed for the completion of this exercise	30 minutes
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input type="checkbox"/> Group 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	<ul style="list-style-type: none">• Ask learners to try to write a text based on the instructions provided with EUPA_LO050_M02_Att1.• After they have written their texts, have them present them in class and encourage discussion
Exercise is accompanied by	EUPA_LO050_M02_Att1
Exercise solution	N/A
Other comments to the trainer	After the completion of the activity, discuss with the participants how they feel about the importance of written communication, style, diction and tone.

