

Methodological tool: Review the document

Number of methodological Tool	EUPA_LO_053_M_01
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	LO053. Demonstrate the ability to use effective ways of reviewing written information for accuracy of content and spelling/grammar.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Perform a review of your written document for accuracy of content and spelling grammar. Take responsibility for producing written information that is accurate as far as content is concerned and correct as far as spelling and grammar is concerned. 2. Recommend effective ways of reviewing written information for accuracy of content.
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 type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1. Ask learners to list the most important elements to review in a letter 2. Ask them to find the mistakes on the letter provided (EUPA_LO053_M01_Att1) 3. Ask them to re-write the letter correctly
Exercise is accompanied by	EUPA_LO053_M01_Att1
Exercise solution	Question 2 solution: <ul style="list-style-type: none"> • Don't use "To whom it may concern". Do your research and

	<p>find a name. Try hard. If you can't, use something like "Dear Hiring Manager".</p> <ul style="list-style-type: none">• No texting language.• Exclamation points with caution• Etc.
Other comments to the trainer	

