

Methodological tool: Appropriate documents

Number of methodological Tool	EUPA_LO_054_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	LO054. Demonstrate the ability to identify the different types of business documents and select the appropriate one in each situation.
Objective of the methodological tool	After the completion of this activity, participants will be able to: 1. Select the most appropriate document to be used in different situations.
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	Give a handout of the attachment to each participant and ask them to solve it
Exercise is accompanied by	EUPA_LO054_M01_Att1
Exercise solution	<ul style="list-style-type: none"> • 1-D • 2-A • 3-B • 4-E • 5-C
Other comments to the trainer	