

Methodological tool: Analyse and improve a memo

Number of methodological Tool	EUPA_LO_055_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	LO055. Demonstrate the ability to create different types of non routine documents after given specific instructions.
Objective of the methodological tool	<p>After the completion of this activity, participants will be able to:</p> <ol style="list-style-type: none"> 1. Create different types of non-routine documents after given specific instructions. 2. Develop a clear structure for the document, taking into consideration objectives of the document, evidences, conclusions etc 3. Generate the content of the document taking into consideration business writing principles (eg write it so that they can read it), grammar, appropriate tone etc. 4. Use advanced formatting features such as headers, footers, footnotes, tables. tables of contents etc Take responsibility for the completion of non routine documents based on specific instructions.
Approximate Time needed for the completion of this exercise	30 minutes
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input checked="" 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 checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the	Discuss the case study provided and answer the questions in class

exercise/Procedure	
Exercise is accompanied by	EUPA_LO055_M01_Att1
Exercise solution	N/A
Other comments to the trainer	

