

## Methodological tool: Prepare a report from notes

Number of methodological Tool	<b>EUPA_LO_056_M_01</b>
Work Area Code and Title	<b>WA 4: Written communication</b>
Unit Code and Title	<b>3.6: Use written communication skills to produce non-routine documents based on specific instructions</b>
Learning Outcome Number and Title	<b>LO056. Demonstrate the ability to prepare short reports from notes</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to: 1. Prepare reports from notes
Approximate Time needed for the completion of this exercise	30 minutes
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" 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	Ask learners to take notes during the class or a role play. After they go home, they will have to compose a short report (1 page) based on their notes and what they have learned in class on reports.
Exercise is accompanied by	-
Exercise solution	-
Other comments to the trainer	-