

## **MODULE 6: ENGLISH CORRESPONDENCE**

### **CODE: 961 066 Duration: 90 hours**

#### **A. Prepare an outline for the text.**

- Accurate interpretation of instructions -Gathering of all documents and information required to write the text -Inclusion of main ideas
- Logical sequence in the presentation of ideas

#### **B. Compose and keyboard the text**

- Observance of outline
- Correct links between main and secondary ideas
- Clear, coherent writing S Relevant content
- Selection of vocabulary appropriate for the context and target audience

#### **C. Revise and print the text**

- Detection of all errors S Accurate correction of spelling, grammar, syntax and style errors
- Appropriate use of correction tools