

MODULE 13: FRENCH CORRESPONDENCE

CODE: 961 134 Duration: 60 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
- Relevant content
- Selection of vocabulary appropriate to the context and target audience

C. Revise the text.

- Correct use of spelling and grammar checking software

D. Format the text

- Choice of a style appropriate for the content
- Inclusion of all parts
- Correct placement and spacing of all parts
- Appropriate characters, paragraphs and page format
- Correctly saved and printed document

E. Prepare the envelope

- Use of appropriate envelope format
- Observance of formatting rules