

MODULE 22: DOCUMENT PRODUCTION

CODE: 960 225 Duration: 75 hours

A. Organize the work to be done

- Collection of all documents and information needed for the work
- Correct interpretation of general ideas provided
- Determination of types of documents appropriate for general ideas provided
- Appropriate use of telecommunication tools

B. Write documents.

- Observance of general ideas provided
- Appropriate links among ideas
- Correct application of rules governing, spelling, grammar, sentence structure, punctuation
- Use of appropriate terminology

C. Ensure the quality of texts

- Use of spell- and grammar-checking programs

D. Format the text

- Appropriate adjustment of all parameters
- Absence of keyboarding errors
- Correct conversion of files from spreadsheet software
- Net input speed of 40 words per minute for four minutes for the running text