

MODULE 6: WRITING BUSINESS CORRESPONDENCE

CODE: 960 066 Duration: 90 hours

A. Correct interpretation of instructions

- Assembly of all necessary documents and information

B. Make an outline of a letter

- Inclusion of main ideas
- Logical order in presentation of ideas

C. Write a letter

- Observance of outline
- Proper linking of paragraphs
- Careful choice of words and phrases
- Relevant statements

D. Ensure quality of text

- Text free of errors of spelling grammar syntax conjugation style

E. Format pages

- Selection of a style appropriate to content
- Correct setting of all parameters
- Inclusion of all sections
- Correct appearance and positioning of all sections
- Appropriate spacing of sections