

Module 4

Important points are:

- Carry your notebook with you at all times when you are on duty;
- Only use the special notebook with numbered pages that your employer gives you;
- Make sure your notes are detailed and easy to read because they may be read by many different people for many different reasons;
- Follow a specific format when writing notes and reports;
- Use an objective voice - Avoid writing opinions;
- Use the 24 hour clock to make writing your timings clearer;

