

Module 6 Written Exercise

1. Report Writing/Recommendations Exercise

Study Key Learning Points

- Read through all of the information provided and identify the key points which you are asked to address. Highlight these and keep them visible as you prepare your answer, regularly checking that you are still on track and providing only relevant information.
- Construct an outline plan. Allocate time limits for each part of your answer and regularly monitor your progress against these.
- Use language, which is straightforward, jargon free and provides the specific information which is being asked for.
- Ensure that your conclusions and recommendations are specific and unambiguous.
- Allow sufficient time at the end to check that you have done everything requested as you review your work checking spelling and grammar.

Research examples on the internet

It can be worthwhile to complete examples offered on the internet

Key Memory Joggers (on the day)

- List key points from the instructions provided
- Construct a Plan based on the key points
- Allocate time to each of the points and for a final review
- Check that you have covered all items asked for and that your findings/recommendations are specific and clear
- Monitor time throughout

Name: _____ Date: _____

2. In Tray Exercise

Research examples on the internet

It can be worthwhile to complete examples offered on the internet

Key Memory Joggers (on the day)

- Arrange all the information in front of you
- Note connections between items e.g. locations and dates of meetings
- Record sources of correspondence
- Take note of dates when correspondence arrived
- Consider who should action what item
- Monitor time throughout