

Bsbwrt401a Write Complex Documents Answers

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Unit of Competency. BSBWRT401 - Write complex documents. Description. Employability Skills. Learning Outcomes and Application. This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity. It applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms ...

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BSBWRT401 Write Complex Documents: Assessment 1 The Learning Outline Through completing this unit of study, you should be able to demonstrate most of the following elements of Writing Complex Documents, detailed in the table below. 2 Application This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

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BSBWRT401A Write complex documents Assessment 1. SECTION 1: PLAN DOCUMENTS Activity 1: Determine the purpose of documents Scenario You work for a financial planning organisation that manages thousands of client 's portfolios and accounts. Recently there have been several changes in the industry that only affects clients who have share portfolios.

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BSBWRT401 Write complex documents Task 1 Task 1: Plan Social media Performance objective The candidate is required to plan a draft for a post for social media for DAWG, a specialty dog boutique franchise operation. The plan for the draft will document a task analysis, generating ideas, researching and planning an outline.

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BSBWRT401 Write Complex Documents.AT1.Repoirt.V2 Page 2 of 5 Scenario: Plan a report draft You are employed by Workplace Solutions Agency.

[BSBWRT401 Write complex documents Task 1](#)

BSBWRT401 WRITE COMPLEX DOCUMENTS Formative assessments Activity 1 You work for a financial planning organization that manages thousands of clients' portfolios and accounts. Recently there have been several changes in the industry that affect clients who have share portfolios.

BSBWRT401 Write Complex Documents: Assessment

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List and outline at least 3 purposes for writing a document: 3: Outline the key steps in writing a document? 4: List at least 10 types of complex documents. 5: Outline and describe the communication methods available for delivery of proposed messages. 6: List at least 6 requirements that must be considered when creating complex documents. 7

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BSBWRT401 Write complex documents Using plain English Using simple English will help improve the readability of your document. Some common guidelines for using simple English include the following: • Use active language rather than passive language. • Use inclusive language and avoid discriminatory language.

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BSBWRT401 Write complex documents Modification History Release Comments Release 1 This version first released with BSB Business Services Training Package Version 1.0. Application This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

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BSBWRT401 Write complex documents Upon successful completion of this unit, you will: plan, draft

and finalise complex documents that require review and analysis of a range of information sources use

business technology to apply formatting, and incorporate graphics